



**FAA**  
**Acquisition and Business Services**

# **Unified Contracting System (UCS)**

## **Specifications Document v 1.1**

# Table of Contents

1.	TECHNICAL PERFORMANCE .....	4
	Requirements for Procurement Process Automation .....	4
1.1	Interface Requirements .....	4
1.2	Data Requirements .....	7
1.3	Functional Requirements .....	21
1.3.1	Functional Requirements Applicable to All Phases .....	21
1.3.2	Planning .....	28
1.3.3	Pre-Award .....	31
1.3.4	Award .....	31
1.3.5	Administration/Post-Award .....	32
1.3.6	Close-Out .....	34
1.4	Reporting Requirements .....	36
1.5	Operational Requirements .....	38
1.5.1	Performance .....	39
1.5.2	Recoverability .....	39
1.5.3	Reliability .....	40
1.5.4	Availability .....	40
1.5.5	Enhanceability .....	41
1.5.6	Scalability .....	41
1.5.7	Audit Trail .....	41
1.5.8	Data Currency .....	42
1.5.9	Fault Tolerance .....	43
1.5.10	Capacity .....	43
1.5.11	Data Retention .....	43
1.5.12	Security .....	44
1.5.13	Human Integration .....	51

Requirements for Integration with Financial System .....	53
2.1     Interface Requirements .....	53
2.2     Data Requirements .....	53
2.3     Functional Requirements .....	53
2.4     Reporting Requirements .....	55
2.5     Operational Requirements .....	56
Appendix A: Acronyms .....	57

## 1. TECHNICAL PERFORMANCE

Technical Performance for “**Procurement Process Automation**” has been described in terms of:

- 1.1 Interface Requirements
- 1.2 Data Requirements
- 1.3 Functional Requirements
- 1.4 Reporting Requirements
- 1.5 Operational Requirements

Technical Performance for “**Integration with Financial System**” has been described in terms of:

- 2.1 Interface Requirements
- 2.2 Data Requirements
- 2.3 Functional Requirements
- 2.4 Reporting Requirements
- 2.5 Operational Requirements

### **Requirements for Procurement Process Automation**

#### **1.1 Interface Requirements**

1.1.1 UCS must interface real time with the following internal systems including but not limited to:

- 1.1.1.1 **Document Management Systems** including but not limited to
  - 1.1.1.1.1 Microsoft Office Sharepoint Server (MOSS) 2007- Knowledge Sharing Network (KSN)
  - 1.1.1.1.2 Documentum
  - 1.1.1.1.3 Other enterprise document management systems.
- 1.1.1.2 **Email System** including but not limited to Lotus Notes 8.0.1.
- 1.1.1.3 **Internally Developed Applications including but not limited to:**
  - 1.1.1.3.1 **ConWrite-** used by FAA contracting organizations to assemble Screening Information Requests (SIRs) and contracts.
  - 1.1.1.3.2 **Statement of Work (SOW) Generator** - includes recommendations for SOW paragraphs, Contract Data Requirements List (CDRL), and Data Item Descriptions (DID) for use as a basis for program requirements documents
  - 1.1.1.3.3 **Contract Information Tracking Tool (KITTT)** -- is an automated MS Sharepoint based application that manages post-award.
- 1.1.1.4 **FAA’s repository, including but not limited to Active Directory, for enabling Single sign-on (SSO).**
- 1.1.1.5 **FAA Contract Opportunities-** is used by FAA contracting organizations to announce FAA’s business opportunities to the public. Refer <https://faaco.faa.gov/> for more information
- 1.1.1.6 **PRISM** – currently uses Compusearch PRISM 6.0 to accomplish some procurement activities, specifically the creation of purchase requests and for funds obligations and commitments. PRISM in turn interfaces with Oracle Financials 11i (using the Oracle Compusearch Interface (OCI)) to validate, commit, and obligate funds.

1.1.1.7 **Inventory Tracking System**- FAA property is managed, transferred, and added to the FAA records through the Inventory Tracking System.

1.1.1.8 **Real Estate Management System (REMS)** - REMS records all real property assets. Land and space ownership are recorded in REMS after the title passes to the Federal Government. Land, structure and space leases are recorded in REMS after the lease is fully executed. Other real estate assets (i.e. structures) purchased by procurement contracting officers are recorded in REMS after completion of the Joint Acceptance and Inspection (JAI), as part of the regular close out process

1.1.1.9 **Personal Property In-Use Management System (PPIMS)** - Equipment that is performing its assigned function in support of FAA's operational mission is considered in-use personal property. The system that tracks this property is the Personal Property In-Use Management System.

1.1.1.10 **Logistics and Inventory Tracking System (LIS)** - LIS is managed by the Logistics Center (AML-1) of the ARC (Assistant Administrator for Region and Center Operations) line of business of the FAA .It is the NAS supply chain support system for the FAA. It maintains a centrally located logistics and inventory database, which receives, edits, and validates inventory transactions and customer part orders. LIS also acknowledges and responds to inquiries, provides accounting, file maintenance, shipment data, and produces related management reports. It is physically located on ICE-MAN in Kansas City. The interconnection between UCS and LIS will allow the data exchange necessary for AML to better implement procurements to support its critical mission to provide repair parts and services to the National Airspace System (NAS), such as for the radars at all the major airports.

1.1.2 UCS must interface with PRISM for functionalities including but not limited to:

- 1.1.2.1 Creation of Procurement Request
- 1.1.2.2 Creation of Award Documents
- 1.1.2.3 Commitment of Funds
- 1.1.2.4 Acceptance
- 1.1.2.5 Close-out

1.1.3 UCS must be able to import/export data from/to PRISM.

1.1.4 UCS must be able to provide a view to the functionalities of PRISM without the user actually leaving the UCS site/user interface.

1.1.5 UCS must interface with FAA Document Management System(s), for storage, search, retrieval and version control of Procurement Documents, Policy, Guidance, Provisions and Clauses.

1.1.6 UCS must support storage and management of electronic originated and scanned hard copies of Procurement Documents by interfacing with Document Management Systems

1.1.7 UCS must allow authorized users to upload /download files, to/from the sources including but not limited to:

- 1.1.7.1 KSN/MOSS 2007
- 1.1.7.2 FAA Contract Opportunities
- 1.1.7.3 Network Drives

#### 1.1.7.4 Other Document Management Systems

1.1.8 UCS must be able upload/download files including but not limited to, Public Announcement, Request for Information (RFI), Request for Quotation (RFQ), Request for Proposal (RFP), SIR, Award Notices, to/from FAA Contract Opportunities.

1.1.9 UCS must interface real time with the following external systems including but not limited to:

1.1.9.1 **Central Contractor Registration (CCR)** -Is a database for the U.S. Federal Government to collect, validate, store and disseminate data about contractors. Both current and potential federal government contractors are required to register in CCR in order to be awarded contracts by the federal government. One of the functions the FAA uses the CCR is to validate or confirm the Data Universal Numbering System (DUNS). The DUNS number is a unique nine-digit identification number provided by the commercial company D&B. Refer <https://www.bpn.gov/ccr/default.aspx> for more information

1.1.9.2 **Excluded Parties List System (EPLS)** - This is a public accessed web based system that disseminates information on parties that are excluded from receiving Federal contracts, or certain subcontracts. Refer <https://www.epls.gov/> for more information.

1.1.9.3 **Past Performance Information Retrieval System (PPIRS)** - This is the authoritative source for contractor performance information generated by DoD and Federal agencies. Refer <https://www.ppirs.gov/> for more information.

1.1.9.4 **FedBizOps (FBO)** - This is a single point of entry for Federal buyers to publish and for vendors to find posted Federal business opportunities across departments and agencies. Refer <https://www.fbo.gov/> for more information.

1.1.9.5 **Electronic Subcontracting Reporting System (eSRS)** - System for contractors to report their subcontracting activity. Refer <http://www.esrs.gov> for more information.

1.1.9.6 **Equal Employment Opportunity (EEO)** - The agency of the United States Government that enforces the federal employment discrimination laws. Refer <http://www.eeoc.gov/> for more information

1.1.9.7 **Wage Determinations On-Line (WDOL)** - Online wage rates for use in selected Government contracts. Refer <http://www.wdol.gov/> for more information

1.1.9.8 **Federal Procurement Data System – Next Generation (FPDS-NG)** - Executive departments and agencies are responsible for collecting and reporting award data to FPDS-NG. The Federal Government uses the reported data to measure and assess the impact of Federal procurement on the nation's economy. Refer <https://www.fpds.gov> for more information.

1.1.9.9 **GSA Advantage** - Electronic supply schedules (FAR 8.4, 16.505, 41 USC), including GSA depot items. Refer [www.gsaaadvantage.gov](http://www.gsaaadvantage.gov) for more information.

1.1.10 UCS must be able to validate that the vendor CCR registration is active.

1.1.11 UCS must notify the vendor if the CCR registration has expired.

1.1.12 UCS must be able to import excluded parties data for a Data Universal Numbering System (DUNS) number/ Business Partner Network (BPN) from EPLS.

- 1.1.13 UCS must determine offeror eligibility based on EPLS data and flag ineligible vendors.
- 1.1.14 UCS must be able to import and capture past performance information from PPIRS.
- 1.1.15 UCS must be able to export documents including but not limited to, Public Announcement, Request for Information (RFI), Request for Quotation (RFQ), Request for Proposal (RFP), SIR, Award Notices, to FBO.
- 1.1.16 UCS must import eSRS reports for a vendor/contract in a spreadsheet format from eSRS.
- 1.1.17 UCS must determine offeror compliance with EEO requirements and must flag non-compliant vendors.
- 1.1.18 UCS must import DOL wage rate determination data.
- 1.1.19 UCS must query the WDOL, if applicable, to capture the most current wage determination for that work.
- 1.1.20 UCS must be able to generate and export required FPDS-NG data for all reportable contract actions and for correction of previously exported data.
- 1.1.21 UCS must import electronic supply schedule data from GSA Advantage.

## **1.2 Data Requirements**

The data requirements describe the business data needed by the UCS.

- 1.2.1 UCS must use Oracle 10G or SQL Server 2005 as the database.
- 1.2.2 UCS must capture and store vendor information including but not limited to:
  - 1.2.2.1 Vendor ID number (agency-assigned).
  - 1.2.2.2 Data Universal Numbering System (DUNS) number/DUNS + 4 NO.
  - 1.2.2.3 Business Partner Network (BPN) number.
  - 1.2.2.4 Commercial And Government Entity Code (CAGE).
  - 1.2.2.5 Vendor name (Legal).
  - 1.2.2.6 Vendor name (Doing Business As - DBA).
  - 1.2.2.7 Vendor name (Division).
  - 1.2.2.8 Vendor address (Physical and mailing).
  - 1.2.2.9 Vendor email address.
  - 1.2.2.10 Point of Contact (POC) name.
  - 1.2.2.11 POC telephone number.
  - 1.2.2.12 POC email address.
  - 1.2.2.13 Business type (support CCR-published business rules for business type including but not limited to : Federal Govt., state govt., small business, Javits Wagner-O'Day Act (JWOD))
  - 1.2.2.14 Organization type (support CCR published business rules for organization type: sole proprietorship/Individual; partnership, employee, etc.).

- 1.2.2.15 Socio-economic data (categories in CCR and certification dates).
  - 1.2.2.16 U.S. or Non-U.S.
  - 1.2.2.17 Product Service Code (PSC).
  - 1.2.2.18 Federal Supply Code (FSC).
  - 1.2.2.19 North American Industry Classification System (NAICS).
  - 1.2.2.20 United Nations Standard Products and Service Code (UNSPSC).
  - 1.2.2.21 Credit Card Vendor Indicator.
  - 1.2.2.22 CCR registration indicator (required, exempt).
  - 1.2.2.23 CCR registration status (active or expired).
  - 1.2.2.24 Comment field.
  - 1.2.2.25 Taxpayer Identification Number (TIN).
  - 1.2.2.26 Foreign address indicator.
  - 1.2.2.27 Remittance addresses for CCR exempt vendors, for check payments (including street address, city, state, zip code, and country).
  - 1.2.2.28 Contact name, telephone number and e-mail address for each remittance address.
- 1.2.3 UCS must capture and store third-party payee information associated with a primary vendor including but not limited to:
- 1.2.3.1 Payee name.
  - 1.2.3.2 Payee POC.
  - 1.2.3.3 Payee telephone number.
  - 1.2.3.4 Payee e-mail address.
  - 1.2.3.5 Remittance address.
- 1.2.4 UCS must capture and store vendor contractual information.
- 1.2.5 UCS must capture and store Procurement Documents including but not limited to the following:
- 1.2.5.1 Acquisition Plans.
  - 1.2.5.2 Evaluation Plans.
  - 1.2.5.3 Milestone Plans.
  - 1.2.5.4 Independent Government Cost Estimate(IGCE)
  - 1.2.5.5 Statement of Work (SOW).
  - 1.2.5.6 Statement of Objectives (SOO).
  - 1.2.5.7 Performance Work Statement (PWS).
  - 1.2.5.8 Public Announcements.
  - 1.2.5.9 Screening Information Request(s) SIRs.
  - 1.2.5.10 SIR amendments.
  - 1.2.5.11 Source Selection Plan.
  - 1.2.5.12 Cost Evaluation Report
  - 1.2.5.13 Technical Evaluation Report
  - 1.2.5.14 Price Evaluation Report
  - 1.2.5.15 Evaluation Summary Document
  - 1.2.5.16 Award Decision Document.
  - 1.2.5.17 Award Letter.
  - 1.2.5.18 Justifications.



- 1.2.5.19 Approvals.
- 1.2.5.20 Pre/Post Negotiation Memorandum.
- 1.2.5.21 Lessons Learned.
- 1.2.5.22 Base Awards and Modifications
  - 1.2.5.22.1 Contracts.
  - 1.2.5.22.2 Purchase Orders.
  - 1.2.5.22.3 Task/Delivery Orders.
  - 1.2.5.22.4 Basic Ordering Agreements (BOAs).
  - 1.2.5.22.5 Basic agreements.
  - 1.2.5.22.6 Blanket Purchase Agreements (BPAs).
- 1.2.5.23 Funding document
- 1.2.5.24 Contract Data Requirements List (CDRL)
- 1.2.5.25 Data Item Descriptions (DID)
- 1.2.5.26 Non-Disclosure Agreements
- 1.2.5.27 Conflict of Interest Certificates
- 1.2.5.28 Protest Documentation
- 1.2.5.29 Defense Contract Audit Agency (DCAA) Audit Reports
- 1.2.6 UCS must capture and store AMS Policy, Guidance, Provisions and Clauses.
- 1.2.7 UCS must capture and store/generate the source system identifier and the source system document number on documents imported from an interfaced system.
- 1.2.8 UCS must capture and store all changes including financial and non-financial, to acquisition documents.
- 1.2.9 UCS must capture and store the current and historic system processing status (e.g., held, suspended, approved, processed, released, closed, etc.), current/legacy system identifier and current/legacy system document number on all documents.
- 1.2.10 UCS must associate imported files (originated electronically and scanned hard copies) with system maintained acquisition documents. Index data for all filed materials must be captured and stored including but not limited to:
  - 1.2.10.1 Attachment/document name.
  - 1.2.10.2 Description.
  - 1.2.10.3 Date added.
  - 1.2.10.4 Source.
- 1.2.11 UCS must capture and store user comments on system-maintained acquisition documents and attachments. Comments include but are not limited to :
  - 1.2.11.1 Comments entered while reviewing the documents
  - 1.2.11.2 Comments entered while uploading documents
- 1.2.12 UCS must capture and store external requests for information including but not limited to:
  - 1.2.12.1 Vendor inquiries and routing (automated and manual).
  - 1.2.12.2 Freedom of Information Act (FOIA) requests and routing (automated and manual).
  - 1.2.12.3 General inquiries (and routing (automated and manual)).

1.2.13 UCS must capture and store the current and historic processing status of Procurement Requests (PR). UCS must capture and store statuses including but not limited to:

- 1.2.13.1 Received.
- 1.2.13.2 Rejected by system.
- 1.2.13.3 Returned by contracting office.
- 1.2.13.4 Released (from financial system).
- 1.2.13.5 Validated.
- 1.2.13.6 Suspended by system (did not pass validations).
- 1.2.13.7 Assigned.
- 1.2.13.8 Held.
- 1.2.13.9 Approved.
- 1.2.13.10 Suspended by user.
- 1.2.13.11 Processed.
- 1.2.13.12 Cancelled.
- 1.2.13.13 Pending approval.
- 1.2.13.14 Complete.
- 1.2.13.15 Pending financial approval
- 1.2.13.16 Closed

1.2.14 UCS must capture and store the current and historic processing status of acquisition documents. UCS must capture and store statuses including but not limited to:

- 1.2.14.1 In preparation.
- 1.2.14.2 Cancelled.
- 1.2.14.3 Consolidated.
- 1.2.14.4 Pending approval.
- 1.2.14.5 Approved.
- 1.2.14.6 Revised.
- 1.2.14.7 Revision approved.
- 1.2.14.8 Held.
- 1.2.14.9 Returned.
- 1.2.14.10 Complete.

1.2.15 UCS must capture and store the current and historic processing status of SIRs including, but not limited to:

- 1.2.15.1 In preparation.
- 1.2.15.2 Pending approval.
- 1.2.15.3 Approved.
- 1.2.15.4 Posted.
- 1.2.15.5 Published
- 1.2.15.6 Amendment in preparation.
- 1.2.15.7 Amendment pending approval.
- 1.2.15.8 Amendment approved.
- 1.2.15.9 Amendment issued.
- 1.2.15.10 Program management office review.
- 1.2.15.11 Management review.
- 1.2.15.12 Management approval.
- 1.2.15.13 Legal review.

- 1.2.15.14 Legal concurrence.
- 1.2.15.15 Security review.
- 1.2.15.16 Security approval.
- 1.2.15.17 Closed for receipt of offers.
- 1.2.15.18 Cancelled.
- 1.2.16 UCS must capture and store the current and historic processing status of contracts/orders including, but not limited to:
  - 1.2.16.1 Award documents in preparation.
  - 1.2.16.2 Award documents pending approval.
  - 1.2.16.3 Award documents approved.
  - 1.2.16.4 Awarded.
  - 1.2.16.5 Award protested.
  - 1.2.16.6 Active.
  - 1.2.16.7 Under stop work order.
  - 1.2.16.8 Partially terminated for default.
  - 1.2.16.9 Fully terminated for default.
  - 1.2.16.10 Partially terminated for convenience.
  - 1.2.16.11 Fully terminated for convenience.
  - 1.2.16.12 Contract performance complete.
  - 1.2.16.13 In closeout.
  - 1.2.16.14 Closed.
- 1.2.17 UCS must capture and store the current and historic processing status of contract line items (CLINS).
- 1.2.18 UCS must capture and store the current and historic funding status of a contract or order including but not limited to:
  - 1.2.18.1 Incrementally funded.
  - 1.2.18.2 Partially funded.
  - 1.2.18.3 Fully funded.
- 1.2.19 UCS must capture and store the current and historic processing status of receiving reports and payment authorizations including but not limited to:
  - 1.2.19.1 Received.
  - 1.2.19.2 Rejected.
  - 1.2.19.3 Returned.
  - 1.2.19.4 Approved.
  - 1.2.19.5 In Progress.
- 1.2.20 UCS must capture and store the completion status (current and historic) of each checklist item including but not limited to:
  - 1.2.20.1 Completed
  - 1.2.20.2 In Progress
  - 1.2.20.3 Not applicable

- 1.2.21 UCS must capture and store reason code and a text description when an adverse action is taken (e.g. disapproving a document/processing step).
- 1.2.22 UCS must capture and store calendar event completion dates for activities undertaken outside of the system.
- 1.2.23 UCS must capture and store tracking data (current and historic) and dates for tasks overdue or upcoming.
- 1.2.24 UCS must capture and store the following additional data elements when establishing interagency agreements, including but not limited to:
  - 1.2.24.1 Treasury Account Symbol (TAS) for both Trading Partners.
  - 1.2.24.2 Business Event Type Code (BETC) for both Trading Partners.
  - 1.2.24.3 Business Partner Network (BPN) number for both Trading Partners.
  - 1.2.24.4 Method of payment.
  - 1.2.24.5 Finance office point of contact information including name, location, and telephone number.
  - 1.2.24.6 Advance payment/liquidation provisions.
  - 1.2.24.7 Performance (revenue and expenses) reporting method.
  - 1.2.24.8 Performance reporting frequency.
  - 1.2.24.9 Right to modify indicator.
  - 1.2.24.10 Right to cancel indicator.
  - 1.2.24.11 Right to terminate indicator.
- 1.2.25 UCS must capture and store intergovernmental dispute information including but not limited to:
  - 1.2.25.1 Reimbursable agreement number.
  - 1.2.25.2 DUNS/BPN for parties involved.
  - 1.2.25.3 Dispute Type (i.e., accounting, contractual).
  - 1.2.25.4 Dispute Reason.
  - 1.2.25.5 Chief Financial Officer (CFO) Signatures from parties involved.
  - 1.2.25.6 Dispute Type.
  - 1.2.25.7 Dispute Referral Indicator.
  - 1.2.25.8 Dispute Date.
  - 1.2.25.9 Resolution Date.
- 1.2.26 UCS must capture and store line item components not separately priced (NSP) (e.g., computer, monitor, hard drive, and 2 external drives where only the computer has the line item dollar value).
- 1.2.27 UCS must capture and store multiple suggested sources with the elements including but not limited to:
  - 1.2.27.1 Vendor name (Legal).
  - 1.2.27.2 Vendor name (DBA).
  - 1.2.27.3 Vendor name (Division).
  - 1.2.27.4 DUNS number/BPN number.
  - 1.2.27.5 POC name.
  - 1.2.27.6 POC telephone number.
  - 1.2.27.7 POC e-mail address.

- 1.2.27.8 POC mailing address.
- 1.2.28 UCS must capture and store the following information regarding the procurement plan to include, but not limited to:
  - 1.2.28.1 Contract type.
  - 1.2.28.2 Procurement Action.
  - 1.2.28.3 Procurement Purpose.
  - 1.2.28.4 Solicitation Method.
  - 1.2.28.5 Contract pricing/compensation code.
  - 1.2.28.6 Competition extent code.
  - 1.2.28.7 Vendor information.
- 1.2.29 UCS must capture and store SIR related dates including but not limited to:
  - 1.2.29.1 Pre-release Date/Time.
  - 1.2.29.2 Release Date/Time.
  - 1.2.29.3 Closing/Due Date.
  - 1.2.29.4 Period of Performance Start Date
  - 1.2.29.5 Response Date.
  - 1.2.29.6 Questions Due Date/Time.
  - 1.2.29.7 Questions Response Date/Time.
  - 1.2.29.8 Amendment Date.
  - 1.2.29.9 Period of Performance End Date
- 1.2.30 UCS must capture, store and track SIR questions and related answers, including but not limited to:
  - 1.2.30.1 Questions Received Date/Time.
  - 1.2.30.2 Responses Posted Date/Time.
  - 1.2.30.3 Vendor Information.
- 1.2.31 UCS must capture, store and track correspondence and other information when an award is in a "protest" status. Protest formats:  
[http://www.faa.gov/about/office%5Forg/headquarters%5Foffices/agc/pol\\_adjudication/agc70/](http://www.faa.gov/about/office%5Forg/headquarters%5Foffices/agc/pol_adjudication/agc70/)
- 1.2.32 UCS must capture and store past performance data of offerors to include, but not limited to:
  - 1.2.32.1 Internal FAA performance.
  - 1.2.32.2 External performance (e.g., PPIRS).
- 1.2.33 UCS must capture and store the receipt of offers information including but not limited to:
  - 1.2.33.1 Vendor name.
  - 1.2.33.2 Vendor ID number.
  - 1.2.33.3 DUNS number/BPN number.
  - 1.2.33.4 Receipt date.
  - 1.2.33.5 Receipt time.
  - 1.2.33.6 Type (e.g., solicited, modification, alternate, unsolicited, final).

- 1.2.33.7 Any exceptions taken to terms and conditions.
- 1.2.33.8 Expiration date of offer.
- 1.2.34 UCS must store copies of offers and supplemental information received in the award file, including but not limited to:
  - 1.2.34.1 AMS Checklists (Refer to <http://fast.faa.gov/docs/procurement/procurement.html>).
- 1.2.35 UCS must capture and store evaluations of proposals in accordance with criteria including but not limited to:
  - 1.2.35.1 Proposals and other documents.
  - 1.2.35.2 Technical proposals.
  - 1.2.35.3 Cost proposals.
  - 1.2.35.4 Business management proposals.
  - 1.2.35.5 Sub-contractor plan
  - 1.2.35.6 Personnel resumes
- 1.2.36 UCS must capture and store Source Selection Executive Board (SSEB) recommendations and Source Selection Official (SSO) determination. UCS must associate recommendations and determination with related SIR.
- 1.2.37 UCS must capture and store information from cost, price and technical evaluations for use in unsuccessful offeror debriefings.
- 1.2.38 UCS must capture and store offeror pricing information.
- 1.2.39 UCS must capture and store resolution of offeror exceptions to the terms and conditions of the SIR.
- 1.2.40 UCS must capture and store protest status.
- 1.2.41 UCS must capture and store justification of urgent and compelling reasons on SIRs with a pre-award protest.
- 1.2.42 UCS must capture and store price analysis, present value analysis and price ranges.
- 1.2.43 UCS must capture and store pricing comparison to commercial pricelists in lieu of ranking and competitive range.
- 1.2.44 UCS must capture and store award terms and conditions, including local clause text and user fill-ins.
- 1.2.45 UCS must capture and store contract line item (CLIN) information to include list of documents, exhibits, user fill-ins, and other attachments at the line item level.
- 1.2.46 UCS must capture and store delivery/performance dates. UCS must calculate the delivery/performance date based on task completion information.
- 1.2.47 UCS must capture and store liquidation rate and basis for contract financing payments.
- 1.2.48 UCS must capture and store award ceilings and Total Estimated Potential Value (TEPV) at the award and/or award modifications, as appropriate.

1.2.49 UCS must capture and store award terms and conditions, including but not limited to the following:

- 1.2.49.1 Payment terms.
- 1.2.49.2 Prompt pay indicator and type.
- 1.2.49.3 Fast pay indicator.
- 1.2.49.4 Liquidation rate indicator.
- 1.2.49.5 Liquidation rate.
- 1.2.49.6 Progress payment rate.
- 1.2.49.7 Discount terms.
- 1.2.49.8 Matching terms (e.g., 2-way and 3-way).
- 1.2.49.9 DUNS number/BPN number.
- 1.2.49.10 DUNS+4 number.
- 1.2.49.11 Noncommercial Item Purchase Financing.
- 1.2.49.12 Commercial Item Purchase Financing.
- 1.2.49.13 Advance Payment for Noncommercial Items.
- 1.2.49.14 Progress Payments Based on Cost.
- 1.2.49.15 Performance Based Payments.

1.2.50 UCS must capture and store information related to required delivery and performance schedules, by award line item, including but not limited to:

- 1.2.50.1 Award number.
- 1.2.50.2 Projected quantity to be delivered.
- 1.2.50.3 Projected date(s) of delivery.
- 1.2.50.4 Shipment number.
- 1.2.50.5 Actual quantity delivered.
- 1.2.50.6 Actual date(s) delivered.

1.2.51 UCS must capture and store inspection details by contract line item including, but not limited to:

- 1.2.51.1 Inspected by.
- 1.2.51.2 Date/Time inspected.
- 1.2.51.3 Rejected.
- 1.2.51.4 Accepted.
- 1.2.51.5 Conditional acceptance.
- 1.2.51.6 Shipment number.

1.2.52 UCS must capture and store acceptance details by contract line item including, but not limited to:

- 1.2.52.1 Inspected by.
- 1.2.52.2 Date/Time inspected.
- 1.2.52.3 Rejected.
- 1.2.52.4 Accepted.
- 1.2.52.5 Conditional acceptance.
- 1.2.52.6 Shipment number.

- 1.2.53 UCS must capture and store current and historic status of reviews and approvals required for financing, interim, and partial payments based on FAA procurement workflow rules.
- 1.2.54 UCS must capture and store information related to suspensions of work, stop-work orders, and terminations.
- 1.2.55 UCS must capture and store minimum and maximum quantities on Indefinite Delivery Indefinite Quantity (IDIQ) contracts.
- 1.2.56 UCS must capture and store a record of all duty-free cases received in the contract file. The record must identify items including but not limited to:
  - 1.2.56.1 Foreign supplies.
  - 1.2.56.2 Country of origin.
  - 1.2.56.3 Scheduled delivery date.
- 1.2.57 UCS must capture and store bonding and surety information including not limited to:
  - 1.2.57.1 Contract number.
  - 1.2.57.2 Vendor ID number.
  - 1.2.57.3 DUNS number/BPN number.
  - 1.2.57.4 Bond type.
  - 1.2.57.5 Bond number.
  - 1.2.57.6 Expiration date.
- 1.2.58 UCS must capture and store information on certificates of insurance including but not limited to:
  - 1.2.58.1 Expiration dates.
  - 1.2.58.2 Insurance Agent.
  - 1.2.58.3 Policy Number.



- 1.2.59 UCS must capture and store targeted costs and actual cost breakdowns for incentive contracts.
- 1.2.60 UCS must capture and store information related to Government Furnished Property (GFP), Government Furnished Material (GFM) and Contractor Acquired Property (CAP) including but not limited to:
  - 1.2.60.1 Description
  - 1.2.60.2 Category
- 1.2.61 UCS must capture, store and provide to the asset management system information related to government-furnished property (GFP) that the contractor acquires:
  - 1.2.61.1 Contract number.
  - 1.2.61.2 Date of acquisition.
  - 1.2.61.3 Purchase price.
  - 1.2.61.4 Serial number.
  - 1.2.61.5 Description.
  - 1.2.61.6 Classification.
  - 1.2.61.7 Inventory Lot Number.
- 1.2.62 UCS must capture, store and provide to the FAA's asset management system information related to existing FAA property furnished to a contractor including but not limited to:
  - 1.2.62.1 Contract number.
  - 1.2.62.2 Date furnished to contractor.
  - 1.2.62.3 Purchase price.
  - 1.2.62.4 Serial number.
  - 1.2.62.5 Classification.
  - 1.2.62.6 Description.
  - 1.2.62.7 Inventory Lot Number.
- 1.2.63 UCS must capture and store data related to FAA fixed asset (real estate) including but not limited to:
  - 1.2.63.1 Date a contractor takes possession of an existing FAA fixed asset (real estate).
  - 1.2.63.2 Date a contractor releases existing FAA fixed asset (real estate).
- 1.2.64 UCS must capture and store contractor reports on loss, damage, or destruction of GFP.
- 1.2.65 UCS must capture and store GFP return or transfer to another contract including but not limited to:
  - 1.2.65.1 Transfer date.
  - 1.2.65.2 Original acquire date.
  - 1.2.65.3 Contract Number.
- 1.2.66 UCS must capture and store contract post award dispute information to include but not limited to:

- 1.2.66.1 Disputer ID (vendor ID number).
  - 1.2.66.2 Disputer Name.
  - 1.2.66.3 Contract Number.
  - 1.2.66.4 Dispute Date.
  - 1.2.66.5 Dispute Type.
  - 1.2.66.6 Dispute Status.
  - 1.2.66.7 Dispute Comments/Text.
  - 1.2.66.8 CO's determination and findings.
  - 1.2.66.9 Other related dispute documents.
- 1.2.67 UCS must capture and store contract distribution lists including but not limited to:
- 1.2.67.1 Recipient Name.
  - 1.2.67.2 Recipient Organization.
  - 1.2.67.3 Recipient Company/Agency.
  - 1.2.67.4 Recipient e-mail address.
  - 1.2.67.5 Recipient address (address, city, state, zip).
  - 1.2.67.6 Recipient telephone.
- 1.2.68 UCS must capture and store FAA specified reason codes.
- 1.2.69 UCS must capture and store comments on inspection/Quality Assurance (QA) and acceptance reports when products/services are rejected or a reduced quantity or amount is accepted.
- 1.2.70 UCS must capture and store invoice/payment approval data at document line level including but not limited to:
- 1.2.70.1 Payment approving official.
  - 1.2.70.2 Invoice number.
  - 1.2.70.3 Invoice date.
  - 1.2.70.4 Invoice receipt date.
  - 1.2.70.5 Contract line/sub-line number.
  - 1.2.70.6 Accounting line.
  - 1.2.70.7 Payment terms.
  - 1.2.70.8 Amount approved.
  - 1.2.70.9 Final/partial indicator.
  - 1.2.70.10 Retention amount.
  - 1.2.70.11 Prompt Payment due date (based on invoice receipt date).
  - 1.2.70.12 Receipt date of goods and services.
  - 1.2.70.13 Acceptance date in PRISM.
- 1.2.71 UCS must capture and store current and historic status of contract closeout items.
- 1.2.72 UCS must capture and store the information related to GFP disposed of including but not limited to:
- 1.2.72.1 Contract number.
  - 1.2.72.2 Serial number.
  - 1.2.72.3 Method of disposition.
  - 1.2.72.4 Date of disposition.
  - 1.2.72.5 Inspection Approval.

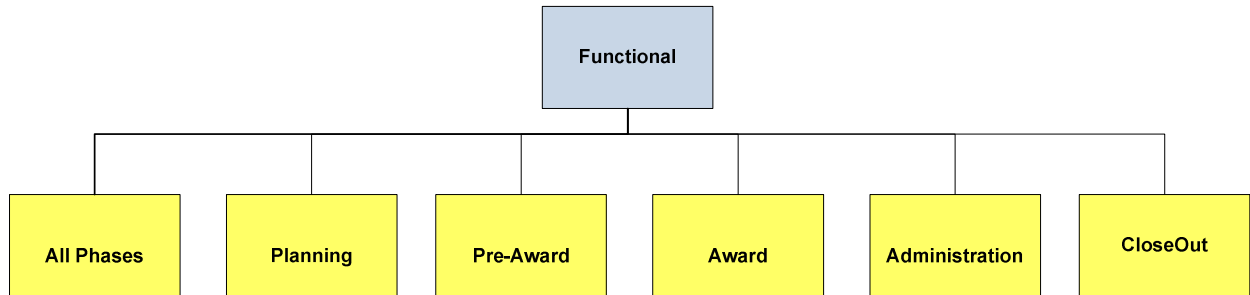
- 1.2.73 UCS must capture and store UCS user data.
- 1.2.74 UCS must capture and store vendor representations and certifications transaction.
- 1.2.75 UCS must allow authorized users to include classification codes for sensitive unclassified information (SUI) including but not limited to:
  - 1.2.75.1 For official use only (FOUO)
  - 1.2.75.2 Sensitive Security Information (SSI)
- 1.2.76 UCS must support any additions, modifications, and enhancements to data structures in order to support the data migration requirements and data cleanup activities that arise as a result of the transition to the To-Be data architecture.
- 1.2.77 UCS must support the storage, indexing (for search) and retrieval of data types including but not limited to:
  - 1.2.77.1 Comma Delimited Text files.
  - 1.2.77.2 Spreadsheet files (MS Excel, Lotus 1-2-3).
  - 1.2.77.3 Text/Word Processor files (MS Word, Rich Text Format).
  - 1.2.77.4 XML/HTML files.
  - 1.2.77.5 PDF "full" files (image and data layers).
  - 1.2.77.6 Image files (JPEG, Bitmap, GIF, TIF, PDF).
  - 1.2.77.7 Data files extracted from Oracle and MS SQL databases.
  - 1.2.77.8 Binary Large Object files (AutoCAD, MS Project, Blueprints).
- 1.2.78 UCS must capture and store Statement of Work (SOW) /Performance Work Statement (PWS)/Statement of Objectives (SOO) using a SOW, PWS or SOO template. Item headers must include but are not limited to:
  - 1.2.78.1 Scope.
  - 1.2.78.2 Applicable Documents.
  - 1.2.78.3 Requirements.
  - 1.2.78.4 Deliverables.
  - 1.2.78.5 Project Schedule.
  - 1.2.78.6 Administrative support.
  - 1.2.78.7 Travel.
  - 1.2.78.8 Other Direct Costs.
- 1.2.79 UCS must capture and store the Procurement Request number from PRISM.
- 1.2.80 UCS must capture and store the Award number from PRISM.
- 1.2.81 UCS must capture and store information related to the various FAA regions and centers including but not limited to:
  - 1.2.81.1 Codes
  - 1.2.81.2 Addresses
  - 1.2.81.3 Phone Numbers
- 1.2.82 UCS must obtain data from an FAA controlled Financial System data repository (currently updated once a day).

- 1.2.83 UCS must capture and store documents of final release from vendor.
- 1.2.84 UCS must capture and store all contracts in accordance with FAA Records Organization, Transfer, and Destruction Standards 1350.15C.
- 1.2.85 UCS must capture and store event types including but not limited to:
  - 1.2.85.1 Industry Day
  - 1.2.85.2 Workshops
  - 1.2.85.3 Conferences
- 1.2.86 UCS must capture and store event data associated with event types including but not limited to:
  - 1.2.86.1 Event date
  - 1.2.86.2 Event time
  - 1.2.86.3 Event location
  - 1.2.86.4 Event details
- 1.2.87 UCS must prevent multiple use of a vendor ID number.
- 1.2.88 UCS must store forms and templates including, but not limited to:
  - 1.2.88.1 FAA defined forms and templates (Refer to : <http://fast.faa.gov/docs/procurement/procurement.html>).
  - 1.2.88.2 Department of Transportation (DOT) branded forms.
  - 1.2.88.3 Other U.S. Government agencies' forms.
- 1.2.89 The lookup tables in UCS must be mapped to the lookup tables of the system being interfaced.
- 1.2.90 UCS must extract vendor data from an FAA controlled Financial System data repository (currently updated once a day).

### 1.3 Functional Requirements

The functional requirements address the intended behavior of the UCS. These requirements are constructed based on stakeholder interviews and independent research.

Functional requirements for the UCS are defined as follows according to the five phases of the FAA procurement process (planning, pre-award, award, administration/post-award, and closeout):



**Figure 1 – Categorization of Functional Requirements**

- **All Phases:** The requirements mentioned under this section are the requirements that would be applicable to all phases of procurement including- Planning, Pre-award, Award, Administration/Post-award and Closeout.
- **Planning:** Procurement planning is an indispensable component of the total acquisition process. Service organizations are expected to use procurement planning as an opportunity to evaluate/review the entire procurement process, so that sound judgments and decision making will facilitate the success of the overall program.
- **Pre-award:** The pre-award phase includes announcement, solicitation and source selection activities.
- **Award:** This phase includes all activities associated with the actual award of the contract.
- **Administration/Post-Award:** Administration/post-award includes administering the contract, monitoring contract deliverables; issuing contract modifications, assuring subcontracting policies and requirements are followed, and reviewing the contractor's/vendor's invoices for payment.
- **Closeout:** Upon completion of specified contractual work, contracts will be formally closed out in accordance with Federal Aviation Administration Acquisition System Toolset (FAST) Procurement Guidance.

#### 1.3.1 Functional Requirements Applicable to All Phases

- 1.3.1.1 UCS must support electronic contracting and the procurement of goods and services in a unified secure contracting system environment
- 1.3.1.2 UCS must allow remote access to authorized users and vendors.
- 1.3.1.3 UCS must allow procurement scenarios including but not limited to:
  - 1.3.1.3.1 Procurement of goods and services using the procurement workflow process.
  - 1.3.1.3.2 Procurement of goods and services using the contract modification workflow process.

1.3.1.3.3 Procurement of goods and services using the emergency procurement workflow process. For emergency procurement exceptions, Refer to : [http://fasteditapp.faa.gov/ams/do\\_action?do\\_action=LinkSection&contentVersionUID=10042&contentUID=3&sectionNumber=0.14.4.1](http://fasteditapp.faa.gov/ams/do_action?do_action=LinkSection&contentVersionUID=10042&contentUID=3&sectionNumber=0.14.4.1)

1.3.1.4 UCS must allow for following types of procurement activities including but not limited to:

- 1.3.1.4.1 Procurement of commercially available hardware and software.
- 1.3.1.4.2 Procurement of developmental hardware and developmental software.
- 1.3.1.4.3 Establishment/relocation of facilities.
- 1.3.1.4.4 Modernization of facilities.
- 1.3.1.4.5 Modernization of IT systems.
- 1.3.1.4.6 Procurement of services from single contractor.
- 1.3.1.4.7 Procurement of services from dual contractors.
- 1.3.1.4.8 Procurement of services from multiple contractors.
- 1.3.1.4.9 Procurement of construction services.

1.3.1.5 UCS must allow for the procurement of the following items, consistent with the AMS, including but not limited to:

- 1.3.1.5.1 Supplies.
- 1.3.1.5.2 Research and Development.
- 1.3.1.5.3 Services.
- 1.3.1.5.4 Construction.
- 1.3.1.5.5 Leasing of Real and Personal Property.
- 1.3.1.5.6 Communication Services.
- 1.3.1.5.7 Dismantling and, Demolition and Removal of Improvements.
- 1.3.1.5.8 Architect-Engineering (A-E).
- 1.3.1.5.9 Facilities.
- 1.3.1.5.10 Transportation.
- 1.3.1.5.11 Utility Services.

1.3.1.6 UCS must facilitate creation of Procurement Documents, by authorized users, including but not limited to the following:

- 1.3.1.6.1 Acquisition Plans.
- 1.3.1.6.2 Evaluation Plans.
- 1.3.1.6.3 Milestone Plans.
- 1.3.1.6.4 Independent Government Cost Estimate(IGCE)
- 1.3.1.6.5 Statement of Work (SOW).
- 1.3.1.6.6 Statement of Objectives (SOO).
- 1.3.1.6.7 Performance Work Statement (PWS).
- 1.3.1.6.8 Public Announcements.
- 1.3.1.6.9 Screening Information Request(s) SIRs.
- 1.3.1.6.10 SIR amendments.
- 1.3.1.6.11 Source Selection Plan.
- 1.3.1.6.12 Cost Evaluation Report
- 1.3.1.6.13 Technical Evaluation Report
- 1.3.1.6.14 Price Evaluation Report
- 1.3.1.6.15 Evaluation Summary Document
- 1.3.1.6.16 Award Decision Document.
- 1.3.1.6.17 Award Letter.

- 1.3.1.6.18 Justifications.
- 1.3.1.6.19 Approvals.
- 1.3.1.6.20 Pre/Post Negotiation Memorandum.
- 1.3.1.6.21 Lessons Learned.
- 1.3.1.6.22 Base Awards and Modifications
  - 1.3.1.6.22.1 Contracts.
  - 1.3.1.6.22.2 Purchase Orders.
  - 1.3.1.6.22.3 Task/Delivery Orders.
  - 1.3.1.6.22.4 Basic Ordering Agreements (BOAs).
  - 1.3.1.6.22.5 Basic agreements.
  - 1.3.1.6.22.6 Blanket Purchase Agreements (BPAs).
- 1.3.1.6.23 Funding document
- 1.3.1.6.24 Contract Data Requirements List (CDRL)
- 1.3.1.6.25 Data Item Descriptions (DID)
- 1.3.1.6.26 Non-Disclosure Agreements
- 1.3.1.6.27 Conflict of Interest Certificates
- 1.3.1.6.28 Protest Documentation
- 1.3.1.6.29 Defense Contract Audit Agency (DCAA) Audit Reports
- 1.3.1.7 UCS must facilitate creation of Procurement Documents through a series of questions and answers and by allowing the user to type into pre-defined templates.
- 1.3.1.8 UCS must allow authorized users to modify Procurement Documents.
- 1.3.1.9 UCS must allow authorized users to complete user fill-ins in the procurement documents.
- 1.3.1.10 UCS must allow users to create Procurement Documents for which there are no defined templates/forms.
- 1.3.1.11 UCS must allow authorized users to utilize forms and templates including, but not limited to:
  - 1.3.1.11.1 FAA defined forms and templates (Refer to : <http://fast.faa.gov/docs/procurement/procurement.html>).
  - 1.3.1.11.2 Department of Transportation (DOT) branded forms.
  - 1.3.1.11.3 Other U.S. Government agencies' forms.
- 1.3.1.12 UCS must incorporate Competition Extent Codes which include the following categories:
  - 1.3.1.12.1 Competed action
  - 1.3.1.12.2 Follow-on to Competed Action.
  - 1.3.1.12.3 Not Available for Competition.
  - 1.3.1.12.4 Not Competed.
- 1.3.1.13 UCS must incorporate Contract Type codes including, but not limited to:
  - 1.3.1.13.1 FFP–Firm Fixed Price.
  - 1.3.1.13.2 FP w/EPA–Fixed Price with Economic Price Adjustment.
    - Adjustments can be of 3 types:
      - 1.3.1.13.2.1 Established Prices
      - 1.3.1.13.2.2 Actual Cost of labor or material
      - 1.3.1.13.2.3 Cost indexed of labor or material

- 1.3.1.13.3 FPAF–Fixed Price Award Fee.
- 1.3.1.13.4 FPI–Fixed Price Incentive.
  - 1.3.1.13.4.1 FPI-F–Fixed Price Incentive (Firm Target).
  - 1.3.1.13.4.2 FPI-S–Fixed Price Incentive (Successive Targets).
- 1.3.1.13.5 FP-LOE–Fixed Price Level of Effort.
- 1.3.1.13.6 CPFF–Cost Plus Fixed Fee.
- 1.3.1.13.7 CPI–Cost Plus Incentive Fee.
- 1.3.1.13.8 CPAF–Cost Plus Award Fee.
- 1.3.1.13.9 Cost no fee.
- 1.3.1.13.10 Cost sharing.
- 1.3.1.13.11 T&M–Time and Materials.
- 1.3.1.13.12 LH–Labor Hours.
- 1.3.1.14 UCS must allow for the following types of awards including but not limited to:
  - 1.3.1.14.1 BPA.
  - 1.3.1.14.2 BPA Call.
  - 1.3.1.14.3 Contract.
  - 1.3.1.14.4 Delivery/Task Order.
  - 1.3.1.14.5 Purchase Order.
  - 1.3.1.14.6 Basic Agreement.
  - 1.3.1.14.7 Basic Ordering Agreement.
  - 1.3.1.14.8 Other Types of Agreement.
- 1.3.1.15 UCS must embed the following into the Business Process including but not limited to:
  - 1.3.1.15.1 AMS Policy and Guidance
  - 1.3.1.15.2 Policies/ Rules of other governing agencies that are applicable to FAA
- 1.3.1.16 UCS must allow for the addition/modification of Policy, Guidance, Provisions and Clauses by authorized users.
- 1.3.1.17 UCS must allow authorized users to suggest changes to Policy, Guidance, Provisions and Clauses and have the suggestions routed to other users for review.
- 1.3.1.18 UCS must allow authorized users to review and add comments to the changes suggested to Policy, Guidance, Provisions and Clauses.
- 1.3.1.19 UCS must allow users to download and print AMS Policy, Guidance, Provisions and Clauses from within UCS.
- 1.3.1.20 UCS must allow for the publication of the latest AMS Policy, Guidance, Provisions and Clauses to the FAST web site- <http://fast.faa.gov/>
- 1.3.1.21 UCS must embed the AMS defined threshold limits into the business process and prompt users for the necessary actions.  
Refer to <http://fast.faa.gov/docs/procurement/procurement.html> for the threshold limits.
- 1.3.1.22 UCS must provide Local Clauses generation capability.
- 1.3.1.23 UCS must allow authorized users to route Local Clauses for Legal approval.
- 1.3.1.24 UCS must not automatically alter existing documents, including but not limited to contract documents, documents already released to vendor/public, whenever a change including but not limited to the following occurs:



- 1.3.1.24.1 Change in Policy, Guidance, Provisions or Clauses.
- 1.3.1.24.2 Change in business rules
- 1.3.1.24.3 Change in workflow
- 1.3.1.25 UCS must notify the contracting officer and update unreleased documents whenever a change including but not limited to the following occurs:
  - 1.3.1.25.1 Change in Policy, Guidance, Provisions or Clauses.
  - 1.3.1.25.2 Change in business rules
  - 1.3.1.25.3 Change in workflow
- 1.3.1.26 UCS must allow for tailoring AMS policy with FAA Acquisition Executive (FAE) approval.
- 1.3.1.27 UCS must allow for deviation from AMS guidance based on documented rational basis.
- 1.3.1.28 UCS must embed checklists in the business process including but not limited to:
  - 1.3.1.28.1 Checklist-Blanket Purchase Agreement File.
  - 1.3.1.28.2 Checklist-Contract Closeout.
  - 1.3.1.28.3 Checklist-Contract Organization and File Content.
  - 1.3.1.28.4 Checklist-Contract Organization and File Content-Modifications.
  - 1.3.1.28.5 Checklist-Interagency Contract File.
  - 1.3.1.28.6 Checklist-Purchase Order/General Services Administration (GSA)/ Federal Supply Service (FSS) Order File.

Refer to <http://fast.faa.gov/docs/procurement/procurement.html> for checklists.

- 1.3.1.29 UCS must support data and documents captured from PRISM/Financial System
- 1.3.1.30 UCS must allow users belonging to the designated group to view all procurement documents and mark documents that need to be saved in the "Document Reference Library".
- 1.3.1.31 UCS must provide search functionality to assist in locating procurement documents  
Authorized users must be able to perform search on:
  - 1.3.1.31.1 Document Reference Library: This library will have documents that have been marked by the designated group to be used as reference.
  - 1.3.1.31.2 Document Library: This library will be the repository of all the documents that are stored in UCS.
- 1.3.1.32 UCS must allow users to perform search operations on procurement documents by filtering on the type of procurements including but not limited to:
  - 1.3.1.32.1 Supplies.
  - 1.3.1.32.2 Research and Development.
  - 1.3.1.32.3 Services.
  - 1.3.1.32.4 Construction.
  - 1.3.1.32.5 Leasing of Real and Personal Property.
  - 1.3.1.32.6 Communication Services.
  - 1.3.1.32.7 Dismantling and, Demolition and Removal of Improvements.
  - 1.3.1.32.8 Architect-Engineering (A-E).
  - 1.3.1.32.9 Facilities.
  - 1.3.1.32.10 Transportation.
  - 1.3.1.32.11 Utility Services.

- 1.3.1.33 UCS must allow users to perform search operations including but not limited to:
  - 1.3.1.33.1 Full-text based search
  - 1.3.1.33.2 Boolean search
  - 1.3.1.33.3 Wildcard search
  - 1.3.1.33.4 Field level search
- 1.3.1.34 UCS must allow users to save the search criteria (filter) for future use.
- 1.3.1.35 UCS must allow users to save the results of search operation.
- 1.3.1.36 UCS must provide configurable routing capabilities to streamline process tasks to reduce redundant activities through all phases of the procurement (planning, pre-award, award, administration/post-award, and closeout).
- 1.3.1.37 UCS must allow for the creation/modification/deletion/cancellation of existing workflows by authorized users.
- 1.3.1.38 UCS must deliver the capability to define multiple levels of document approvals based on FAA defined criteria, including but not limited to:
  - 1.3.1.38.1 Dollar amount(s)
  - 1.3.1.38.2 Types of items purchased
  - 1.3.1.38.3 Document types
- 1.3.1.39 UCS must deliver the capability to route action requests/status messages internally to individuals, groups, or external trading partners. Supported communications channels must include FAA e-mail, mobile devices, internal application messaging.
- 1.3.1.40 UCS must invoke mandatory approvals throughout the procurement process before routing to the next level while allowing users to continue working on other sections.
- 1.3.1.41 UCS must allow reviewers including but not limited to the following to provide input into the review/approval process, notifying the team member when action is required on a procurement document while also allowing feedback to be provided:
  - 1.3.1.41.1 Legal.
  - 1.3.1.41.2 Management.
  - 1.3.1.41.3 Security.
- 1.3.1.42 UCS must allow the authorized users to check the current workload, warrant level, area of specialization (including but not limited to commodities, services, Research and Development - R&D) of other users.
- 1.3.1.43 UCS must integrate email within all of the procurement workflow processes.
- 1.3.1.44 UCS must send email notifications to users for actions.
- 1.3.1.45 UCS must notify users of the tasks that need to be completed and their deadlines.
- 1.3.1.46 UCS must allow users to configure the number of days prior to which the system would alert the responsible person of the due date of the procurement action.
- 1.3.1.47 UCS must send emails/reports to appropriate users when procurement/contracting actions are completed.
- 1.3.1.48 UCS must provide UCS access to authorized vendors to the areas including, but not limited to:

- 1.3.1.48.1 Post their response to a SIR.
- 1.3.1.48.2 Post FAA-requested contractual information.
- 1.3.1.48.3 Post Questions related to a SIR
- 1.3.1.48.4 Review FAA-provided answers to questions related to a SIR
- 1.3.1.48.5 Submit invoices.
- 1.3.1.48.6 Submit property control system documents.
- 1.3.1.48.7 Submit security reports of contract personnel.
- 1.3.1.49 UCS must have capability to automatically save data periodically as configured by the system administrator and user.
- 1.3.1.50 UCS must save information automatically when user navigates to another screen.
- 1.3.1.51 UCS must provide data validation functionality during all phases of the procurement process.
- 1.3.1.52 UCS must allow contract activity scheduling and milestone tracking capabilities to ensure that all users involved are aware of key deadlines and activities.
- 1.3.1.53 UCS must be able to associate task/delivery orders to their appropriate contract.
- 1.3.1.54 UCS must maintain an electronic contract file as per the requirements of AMS. UCS must allow the user to add/associate new materials related to procurement action. Refer <http://fast.faa.gov/docs/forms/form.html> File name: Checklist-Contract Organization and File Content.
- 1.3.1.55 UCS must indicate any sensitive but unclassified documents/files to be employed in the conduct of the transactions.
- 1.3.1.56 UCS must associate non-disclosure agreements, conflict of interest certificates with related procurement documents.
- 1.3.1.57 UCS must prevent documents designated as unapproved/internal from being distributed to vendors (such as marking "DRAFT" on every page of an unsigned award for review by the requisitioner).
- 1.3.1.58 UCS must allow authorized users to enter calendar event completion dates for activities undertaken outside of the system.
- 1.3.1.59 UCS must allow addition of other parties to the notification process.
- 1.3.1.60 UCS must allow authorized users to define to whom notifications will be sent during the procurement process for events including but not limited to:
  - 1.3.1.60.1 Action required on a procurement document
  - 1.3.1.60.2 Change in status of a procurement document
- 1.3.1.61 UCS must apply validation edits and perform necessary reconciliation on all documents and data regardless of their original source.
- 1.3.1.62 UCS must notify the user when document data fails a validation edit.
- 1.3.1.63 UCS must maintain error records with the associated documents until they are resolved.
- 1.3.1.64 UCS must suspend further processing of documents that fail rejection level validation edits and notify originator of the failure (e.g. Expired registration of vendor)

- 1.3.1.65 UCS must allow users to hold documents for data entry completion or processing at a later date. Held documents must be considered as distinct from system suspended documents.
- 1.3.1.66 UCS must process suspended documents when data that caused the system to suspend processing is corrected (e.g. when CCR vendor status changes from expired to active)
- 1.3.1.67 UCS must allow authorized users to select suspended or held documents for continued processing after edit corrections are entered
- 1.3.1.68 UCS must allow authorized users to designate suspended or held documents for further processing even if edits/corrections have not been entered.
- 1.3.1.69 UCS must allow authorized users to delete held or suspended documents.
- 1.3.1.70 UCS must allow association of multiple documents. For example, associate one SIR with multiple PRs and multiple awards with one PR.
- 1.3.1.71 UCS must prevent finalization of documents until all required checklist list items are cleared (e.g. all approvals have been obtained). Allow override by authorized user with remarks.
- 1.3.1.72 UCS must assign user responsibility to procurement actions based on parameters including but not limited to:
  - 1.3.1.72.1 Roles
  - 1.3.1.72.2 Workloads
  - 1.3.1.72.3 Warrants
- 1.3.1.73 UCS must allow override of the activities, defined in the workflow, by authorized users.
- 1.3.1.74 UCS must track all vendor correspondence with respect to SIR/Award.
- 1.3.1.75 UCS must prevent users from updating CCR vendor data for vendors required to register in CCR.
- 1.3.1.76 UCS must number all procurement documents as per the numbering system defined on the FAST website - <http://fast.faa.gov/>
- 1.3.1.77 UCS must prevent deletion of procurement documents after contract award.

### **1.3.2 Planning**

- 1.3.2.1 UCS must provide tools for cost estimation of Procurement Request (PR).
- 1.3.2.2 UCS must query PR and SIR documents to identify like (common) PRs for potential consolidation. Parameters must include anyone or a combination of the following but not be limited to:
  - 1.3.2.2.1 Document type (e.g., PR document type, SIR document type).
  - 1.3.2.2.2 Document status (e.g., open, closed).
  - 1.3.2.2.3 FSC and PSC codes (i.e., classification codes).
  - 1.3.2.2.4 NAICS.
  - 1.3.2.2.5 Item number/National Stock Number (NSN) /Part Number.
  - 1.3.2.2.6 Date Range.
  - 1.3.2.2.7 Description text.

- 1.3.2.3 UCS must query Public Announcements to identify PRs for potential consolidation.
- 1.3.2.4 UCS must flag PR line items for potential consolidation.
- 1.3.2.5 UCS must query open contract documents with a status of “awarded” to identify existing contract vehicles for acquiring like products or services. Parameters must include any one or a combination of the following but not limited to:
  - 1.3.2.5.1 FSC and PSC code (i.e., classification code).
  - 1.3.2.5.2 NAICS or UNSPSC code.
  - 1.3.2.5.3 Item number/NSN/Part Number.UCS must provide a list of contract document numbers and document line numbers that contain like acquisitions. The result must include (but not limited to) classification codes, NAICS/UNSPSC codes, and Item number/NSN/Part Number codes.
- 1.3.2.6 UCS must flag PR line items for separate procurement action when existing contract vehicles do not exist for the required acquisition.
- 1.3.2.7 UCS must track GFP, GFM and CAP on each SIR/Award.
- 1.3.2.8 UCS must allow authorized users to assign an FAA property administrator for a SIR/Award.
- 1.3.2.9 UCS must provide solutions matrix capability to develop, execute and track market surveys based on gathered procurement requirements.
- 1.3.2.10 UCS must export the appropriate information to PRISM for PR Creation/Amendment and the updated information must be reflected back in UCS.
- 1.3.2.11 UCS must export the appropriate information to PRISM for approval/assignment of a PR and the updated information must be reflected back in UCS.
- 1.3.2.12 UCS must have the ability to allow users to track the current and historic status of PRs.
- 1.3.2.13 UCS must be able to associate the supporting documentation created in UCS with the PR created in PRISM. Supporting documentation includes but is not limited to:
  - 1.3.2.13.1 Acquisition Plan.
  - 1.3.2.13.2 Evaluation Plan.
  - 1.3.2.13.3 IGCE.
  - 1.3.2.13.4 SOW.
  - 1.3.2.13.5 SIR.
  - 1.3.2.13.6 Milestone Plan.
- 1.3.2.14 UCS must generate a list of documents, based on AMS Policy, required as part of PR package.
- 1.3.2.15 UCS must allow authorized users to check whether all the documents have been submitted as part of the PR package
- 1.3.2.16 UCS must facilitate the creation of the Procurement Plan by authorized users. Sections in the Procurement Plan include but are not limited to:
  - 1.3.2.16.1 Procurement Action.
  - 1.3.2.16.2 Procurement Purpose.
  - 1.3.2.16.3 Solicitation method.
  - 1.3.2.16.4 Pricing/Compensation Type.

- 1.3.2.16.5 Competition Extent Code.
- 1.3.2.16.6 Market Research Results.
- 1.3.2.17 UCS must associate the Procurement Plan with the resulting PR(s), Milestone Plan(s), SIR(s) and award(s)/contract(s).
- 1.3.2.18 UCS must facilitate creation of SIR as per the various sections of the Uniform Contract Format (UCF).
- 1.3.2.19 UCS must display the base, applicable, required and optional clauses and provisions relevant to the contract type.
- 1.3.2.20 UCS must allow authorized users to attach documents/cover sheets to SIR including but not limited to:
  - 1.3.2.20.1 SF 18: Request for Quotation.
  - 1.3.2.20.2 SF 252: Architect Engineer.
  - 1.3.2.20.3 SF 33: Solicitation Offer Award.
  - 1.3.2.20.4 SF 1447: Solicitation Contract.
  - 1.3.2.20.5 SF 1442: Solicitation Offer Award-Construction.
- 1.3.2.21 UCS must allow authorized users to insert the appropriate subject to the availability of funds clauses in the SIR when funds are unavailable
- 1.3.2.22 UCS must incorporate SIR method codes which include the following SIR actions:
  - 1.3.2.22.1 RFQ–Request for Quotations.
  - 1.3.2.22.2 RFP–Request for Proposals.
  - 1.3.2.22.3 RFO – Request for Offers.
  - 1.3.2.22.4 Multi-step advisory.
  - 1.3.2.22.5 Two-step.
  - 1.3.2.22.6 BPA–Blanket Purchase Agreement.
  - 1.3.2.22.7 BAA–Broad Agency Announcement.
  - 1.3.2.22.8 BOA-Basic Ordering Agreement.
- 1.3.2.23 UCS must allow authorized users to apply base, applicable, required and optional clauses and provisions relevant to the contract type.
- 1.3.2.24 UCS must facilitate creation of Contract Line Item Numbers (CLINS) to be used in section B of the SIR.
- 1.3.2.25 UCS must notify the requesting officer and others as defined of changes in SIR status.
- 1.3.2.26 UCS must notify requestor when the status of SIR changes.
- 1.3.2.27 UCS must notify vendors when the status of SIR changes.
- 1.3.2.28 UCS must track approval/review of the SIR
  - 1.3.2.28.1 UCS must track the customer approval/review of the SIR.
  - 1.3.2.28.2 UCS must track management approval/review of the SIR.
  - 1.3.2.28.3 UCS must track quality approval/review of the SIR.
  - 1.3.2.28.4 UCS must track legal approval/review of the SIR.
  - 1.3.2.28.5 UCS must track other approvals/reviews as defined by the user.
- 1.3.2.29 UCS must capture comments generated from review of the SIR.

- 1.3.2.30 UCS must allow incorporation of comments generated from review of the SIR.
- 1.3.2.31 UCS must allow issuance of a SIR which has not been publicly announced unless it is marked with an exception on this list.
- 1.3.2.32 UCS must notify authorized users to “optionally” classify a SIR for publication when the estimated contract award dollar amount is below the AMS policy threshold.
- 1.3.2.33 UCS must classify SIRs for publication when the estimated award amount is greater than the AMS policy threshold.

### 1.3.3 **Pre-Award**

- 1.3.3.1 UCS must notify Contracting Officer (CO) and Contract Specialist (CS) of the due date for SIR responses.
- 1.3.3.2 UCS must facilitate evaluation of SIR responses against evaluation criteria and generate a report.
  - 1.3.3.2.1 UCS must facilitate technical evaluation of SIR responses.
  - 1.3.3.2.2 UCS must facilitate price evaluation of SIR responses
  - 1.3.3.2.3 UCS must facilitate cost evaluation of SIR responses.
- 1.3.3.3 UCS must allow authorized users to route the evaluation results for approvals/reviews.
- 1.3.3.4 UCS must validate receipt date and time of solicited proposals, and must flag offers received after the due date and time and must generate a list for the CO prior to beginning formal evaluation.
- 1.3.3.5 UCS must identify differences between terms and conditions in the SIR and in the response.
- 1.3.3.6 UCS must generate Evaluation Team Memoranda and must associate memoranda with related SIR.
- 1.3.3.7 UCS must allow authorized users to route Subcontracting Plan for approval.
- 1.3.3.8 UCS must allow authorized users to record proposals received.
- 1.3.3.9 UCS must allow authorized users to track all proposals received.
- 1.3.3.10 For both CCR and EPLS, UCS user must not be asked to log into CCR and EPLS. These checks must be performed in the backend.
- 1.3.3.11 UCS must track Pre-Award Survey information.
- 1.3.3.12 UCS must notify FAA’s Small Business specialist when an award decision has been made.
- 1.3.3.13 UCS must allow authorized users to route the justification document to Debarring Official if the decision has been made to make the award to a vendor on the EPLS list.

### 1.3.4 **Award**

- 1.3.4.1 UCS must allow authorized users to send notifications to PAO for awards that are over \$3.5M.
- 1.3.4.2 UCS must export the appropriate information to PRISM for award document creation and the updated information must be reflected back in UCS.

- 1.3.4.3 UCS must allow authorized users to route awards for approval/review.
- 1.3.4.4 UCS must facilitate the creation of award letters using the FAA defined template.
- 1.3.4.5 UCS must be able to associate the award letter and award decision document created in UCS with the award document created in PRISM.
- 1.3.4.6 UCS must allow for the creation of contracts by combining the award document created in PRISM with the SIR document (with the Sections K, L, M removed).
- 1.3.4.7 UCS must insert the appropriate “subject to the availability of funds” clauses in the contract when funds are unavailable.
- 1.3.4.8 UCS must allow authorized users to associate Award line items with SIR line items.
- 1.3.4.9 UCS must prevent Contract award until all prescribed notifications/milestones are identified as complete, based on FAA’s configured business rules.
- 1.3.4.10 UCS must generate tax exemption forms.
- 1.3.4.11 UCS must allow authorized users to notify unsuccessful vendors.
- 1.3.4.12 UCS must generate an announcement to the public of awards greater than \$100K on the FedBizOps site.
- 1.3.4.13 UCS must have a link that allows authorized users to download award-related documentation.
- 1.3.4.14 UCS must notify authorized users of the link for downloading award related documentation.
- 1.3.4.15 UCS must flag a SIR/Award when a protest is received via UCS.
- 1.3.4.16 UCS must associate the SIR/Award with its corresponding protest.

### **1.3.5 Administration/Post-Award**

- 1.3.5.1 UCS must generate and route delegation letters to the following but not limited to:
  - 1.3.5.1.1 Contracting Officer Representative, COR.
  - 1.3.5.1.2 Contracting Officer Technical Representative COTR
  - 1.3.5.1.3 Inspecting Official
  - 1.3.5.1.4 Quality Assurance Representative
- 1.3.5.2 UCS must determine necessary supporting documentation based on the contract type.
- 1.3.5.3 UCS must validate that all required documentation is completed by FAA prior to vendor beginning contract work.
- 1.3.5.4 UCS must validate that all required documentation is completed or submitted by vendor by FAA prior to vendor beginning contract work.
- 1.3.5.5 UCS must assign due dates to contract administration functions. Allow override by authorized users.
- 1.3.5.6 UCS must update the following statuses of contract administration functions including but not limited to:
  - 1.3.5.6.1 Assigned (include date assigned).
  - 1.3.5.6.2 Pending.



- 1.3.5.6.3 Completed (include the date completed).
- 1.3.5.7 UCS must notify CO of delinquent delivery status.
- 1.3.5.8 UCS must generate timely notifications to the CO for contracts nearing end of period of performance.
- 1.3.5.9 UCS must send notifications to CO when a contract is nearing the maximum ceiling amount.
- 1.3.5.10 UCS must allow authorized users to track the current and historic status of contracts.
- 1.3.5.11 In case of suspensions, stop work, cure notices, and terminations, UCS must generate notifications and modifications related to stop work orders, work suspensions, cure notices and termination.
- 1.3.5.12 In case of suspensions, stop work and terminations, UCS must capture user fill-ins including but not limited to:
  - 1.3.5.12.1 Date.
  - 1.3.5.12.2 Basis.
- 1.3.5.13 In case of suspensions, stop work and terminations, UCS must notify responsible parties including but not limited to:
  - 1.3.5.13.1 FAA stakeholders
  - 1.3.5.13.2 Contractors/Vendors
- 1.3.5.14 UCS must accumulate quantities delivered on IDIQ contracts and notify Contracting Officer when minimum or maximum quantities are within an FAA-defined range.
- 1.3.5.15 UCS must notify Contracting Officer when a bond or insurance is about to expire.
- 1.3.5.16 UCS must track GFP, GFM and CAP on each SIR/Award.
- 1.3.5.17 UCS must allow authorized users to perform actions on invoices including but not limited to:
  - 1.3.5.17.1 Review
  - 1.3.5.17.2 Approve
  - 1.3.5.17.3 Disapprove
  - 1.3.5.17.4 Partially approve.
- 1.3.5.18 UCS must allow authorized users to enter comments against an invoice.
- 1.3.5.19 UCS must allow authorized users to digitally sign and enter comments on the Invoice Certification Form.
- 1.3.5.20 UCS must notify CO/COTR upon completion of Inspection/QA report for an award.
- 1.3.5.21 UCS must notify those designated by FAA (in workflow) when an inspection results in a rejected status.
- 1.3.5.22 UCS must notify CO/COTR when acceptance report is late for an FAA-defined number of days for an award.
- 1.3.5.23 UCS must notify Contracting Officer of late or pending receipts of items/goods for an award.

- 1.3.5.24 UCS must export the appropriate information to PRISM for Acceptance and the updated information must be reflected back in UCS.
- 1.3.5.25 UCS must allow authorized users to approve payments to vendor.
- 1.3.5.26 UCS must provide over-payment alerts.
- 1.3.5.27 UCS must provide the capability for the CO to notify contractor of intent to exercise a contract option.
- 1.3.5.28 UCS must allow for the modification of data elements, clauses and related documents of existing contracts by CO.
- 1.3.5.29 UCS must allow authorized users to modify awards to exercise contract options.
- 1.3.5.30 UCS must send notification to vendor of contract modification.
- 1.3.5.31 UCS must automatically update period of performance end date on contract upon exercising contract option or modifying schedule.
- 1.3.5.32 UCS must summarize changes to data fields in the released award for possible inclusion in the "Reason for Modification" field of the SF30. Allow authorized users to edit this field.
- 1.3.5.33 UCS must allow multiple authorized contract personnel to concurrently modify the non-monetary parts of an award.
- 1.3.5.34 UCS must allow check-out and check-in of the sections (defined in the UCF) of the contract.
- 1.3.5.35 UCS must assign authorizing official by contract number or contract line number for a contract/contract modification.
- 1.3.5.36 UCS must allow authorized users to access awards with expired funds.

#### **1.3.6 Close-Out**

- 1.3.6.1 UCS must perform necessary reconciliation for all contracts prior to closeout of contract including but not limited to:
  - 1.3.6.1.1 PRISM/Financial System reconciliation
- 1.3.6.2 UCS must validate the following have been satisfied as part of the closeout process including but not limited to:
  - 1.3.6.2.1 Liquidated damages.
  - 1.3.6.2.2 GFP/GFM consumed or returned.
  - 1.3.6.2.3 Contractor access (badges returned, physical and system access revoked).
- 1.3.6.3 UCS must identify contract(s) eligible for closeout based on the period of performance end date, delivery, or payment status.
- 1.3.6.4 UCS must assign user responsibility to contract closeout items.
- 1.3.6.5 UCS must assign due dates to contract closeout items per AMS standards. Allow overrides with documented rational basis.
- 1.3.6.6 UCS must notify responsible parties of assignment of closeout items and due dates.

- 1.3.6.7 UCS must generate follow-up notices to assignees when contract closeout items are not completed on time.
- 1.3.6.8 UCS must notify Contracting Officer of status of closeout items upon expiration of period of performance.
- 1.3.6.9 UCS must allow authorized users to reopen closed contracts along with required documented rational basis.
- 1.3.6.10 UCS must allow authorized users to route Final Release Document to vendor/contractor.
- 1.3.6.11 UCS must export the appropriate information to PRISM for contract close-out and the updated information must be reflected back in UCS.

## **1.4 Reporting Requirements**

The Reporting requirements for UCS are as follows:

- 1.4.1 UCS must allow end-users to generate dashboard reports.
- 1.4.2 UCS must deliver the capability for end-users to define parameter-based queries/query scripts that can be executed, stored for reuse and shared with other end-users.
- 1.4.3 UCS must allow for electronic distribution of query results to other end-users.
- 1.4.4 UCS must deliver the following ad hoc query interface features including but not limited to:
  - 1.4.4.1 Graphical display of data sources.
  - 1.4.4.2 The ability for an end-user to “point and click” on selectable table, data, and link objects for inclusion in a custom query.
- 1.4.5 UCS must deliver an online “drill down” capability from summary records in query results to supporting detail records.
- 1.4.6 UCS must import reporting data from PRISM for users to generates reports
- 1.4.7 UCS must generate, in real time, CCR Company name change report. The system must identify updated CCR company names (legal, DBA or division) that are different from vendor names on obligations and then generate an exception report to notify agencies of contracts that may require modification.
- 1.4.8 UCS must generate, in real time, PR management report. The result must be a summary list of procurement actions including but not limited to:
  - 1.4.8.1 Selection Parameters.
  - 1.4.8.2 Office.
  - 1.4.8.3 Dollar amount.
  - 1.4.8.4 Quantity.
  - 1.4.8.5 The report must be drilled down to display:
    - 1.4.8.6 PR number.
    - 1.4.8.7 Date received.
    - 1.4.8.8 Date of public announcement.
    - 1.4.8.9 Date of SIR.
    - 1.4.8.10 Date of award.
    - 1.4.8.11 Contract Number
    - 1.4.8.12 Amount.
    - 1.4.8.13 Status.
    - 1.4.8.14 Days between status change.
    - 1.4.8.15 Status of individual line items.
- 1.4.9 UCS must generate, in real time, a report of contracts/orders. The result must be a list of contract/order actions including but not limited to:
  - 1.4.9.1 Selection Parameters.
  - 1.4.9.2 Contracting Officer.
  - 1.4.9.3 Contract Specialist.
  - 1.4.9.4 Vendor name.

- 1.4.9.5 Vendor ID number.
- 1.4.9.6 Contracting Officer Representative (COR)/Contracting Officer Technical Representative (COTR).
- 1.4.9.7 Dollar value of contract/order.
- 1.4.9.8 Associated PR Number
- 1.4.10 UCS must generate, in real time, a report of findings of facts and decisions issued under the Disputes clause. The result must be a list of actions including but not limited to:
  - 1.4.10.1 Parameters.
  - 1.4.10.2 Issues.
  - 1.4.10.3 Facts.
  - 1.4.10.4 Decisions.
- 1.4.11 UCS must generate, in real time, a status report of missing mandatory contract file items. Result must be a list of missing items including but not limited to:
  - 1.4.11.1 Parameters.
  - 1.4.11.2 Contracting Officer.
  - 1.4.11.3 Contract specialist.
  - 1.4.11.4 Dollar value of contract.
  - 1.4.11.5 Title of missing item.
- 1.4.12 UCS must generate, in real time, a report of following values for each contract, task order, delivery order, or agreement by line item and distribution including but not limited to:
  - 1.4.12.1 Funded amount.
  - 1.4.12.2 Unfunded amount.
  - 1.4.12.3 Total amount of contract.
  - 1.4.12.4 Total modifications.
  - 1.4.12.5 Total payments.
  - 1.4.12.6 Total obligated amount.
  - 1.4.12.7 Remaining value (total amount of contract less total obligated amount).
- 1.4.13 UCS must generate, in real time, debriefing information report to be used for debriefing unsuccessful vendors.
- 1.4.14 UCS must generate, in real time, report of contract actions.
- 1.4.15 UCS must generate, in real time, a post award protest report in the Government Accountability Office (GAO) Rule 4 file format.
- 1.4.16 UCS must capture and report receiving data at the document line level including but not limited to:
  - 1.4.16.1 Receiving official.
  - 1.4.16.2 Date(s) goods or services received (start/end date for services).
  - 1.4.16.3 Quantity or amount received (full or partial).
  - 1.4.16.4 Vendor ID number.
  - 1.4.16.5 CAGE code.
  - 1.4.16.6 Ship-To locations.

- 1.4.17 UCS must capture and report inspection report data at the document line level including but not limited to:
- 1.4.17.1 Inspecting official.
  - 1.4.17.2 Date of inspection/QA review.
  - 1.4.17.3 Recommendation for approval.
  - 1.4.17.4 Recommendation for reduced amount.
- 1.4.18 UCS must capture and report acceptance report data at the document line level including but not limited to:
- 1.4.18.1 Acceptance official.
  - 1.4.18.2 Item number.
  - 1.4.18.3 Purchase Price.
  - 1.4.18.4 Description.
  - 1.4.18.5 Date products/services delivered.
  - 1.4.18.6 Date products/services accepted.
  - 1.4.18.7 Quantity or amount accepted (full or partial).
  - 1.4.18.8 Date products/services rejected.
  - 1.4.18.9 Quantity or amount rejected.
  - 1.4.18.10 Vendor ID number.
  - 1.4.18.11 CAGE code.
  - 1.4.18.12 Ship-To locations.
- 1.4.19 UCS must generate, in real time, reports on unassigned PRs.
- 1.4.20 UCS must maintain and report usage statistics. Productivity statistics must include concurrent users, job submissions, transactions throughput, and system availability.
- 1.4.21 UCS must generate, in real time, a report of the contract modification that incorporates any and all changes to the terms and conditions into a single document.
- 1.4.22 UCS must store and report summary data from closed contract files as defined by FAA business rules.
- 1.4.23 UCS must generate, in real time, reports on cycle times for each contracting action.
- 1.4.24 UCS must generate, in real time, reports to track contract status.

## **1.5 Operational Requirements**

The operational requirements identify the desired capabilities of the UCS and serve as a basis for determining the operational effectiveness and suitability of the selected system. High level operational requirements for the UCS include, but are not limited to:

1. Performance.
2. Recoverability.
3. Reliability.
4. Availability.
5. Enhanceability.
6. Scalability.
7. Audit Trail.

8. Data Currency.
9. Fault Tolerance.
10. Capacity.
11. Data Retention.
12. Security.
13. Human Integration

#### 1.5.1 Performance

Performance is a critical aspect of the overall set of operational requirements for a system or application. The UCS solution must comply with the performance standards identified by the FAA.

Performance requirements for the UCS include, but are not limited to:

- 1.5.1.1 UCS must process FAA's total daily procurement workload with no significant online performance degradation.
- 1.5.1.2 UCS must deliver the capability to process month-end transaction volumes with no significant online performance degradation.
- 1.5.1.3 UCS must deliver the capability to process year-end transaction volumes with no significant online performance degradation.
- 1.5.1.4 UCS must process queued jobs (i.e. reports, transaction files from interfacing systems, bulk record updates) with no significant online performance degradation.

#### 1.5.2 Recoverability

Recoverability, from an application standpoint, is the ability to restore system functions and data in the event of a failure.

Recoverability requirements for the UCS include, but are not limited to:

- 1.5.2.1 UCS solution contractor must identify the best solutions for backup and recovery.
- 1.5.2.2 UCS must prevent damage of the application data from such events as operator errors, simultaneous changes, or system failures.
- 1.5.2.3 UCS must automatically back out all incomplete transactions, restoring the system to its last consistent state.
- 1.5.2.4 UCS must allow for the restoration of its database(s), in the event of database corruption, to its normal condition with a data currency of no more than 24 hours before the corruption occurred.
- 1.5.2.5 UCS must support and implement the regularly scheduled backup of data stored in all data structures supporting UCS. Data must be backed up at least once every hour.
- 1.5.2.6 Transaction logs must be maintained between backups to allow restoration of the transactions that occurred since the last backup.
- 1.5.2.7 UCS must support off site backup of data-to be backed up at least once in a 24 hour period.
- 1.5.2.8 UCS must allow for partial restoration of application/database.

- 1.5.2.9 UCS must have the capability to re-apply all incomplete transactions previously submitted by the user.

### 1.5.3 Reliability

Reliability in a system or application means that it consistently produces the same results, while meeting or exceeding its technical specifications. Reliability is also defined as the ability of a system to perform a required function under stated conditions for a specified period of time.

Reliability requirements are generally defined using specific parameters. The most common parameter is Mean Time between Failure (MTBF), which can also be specified as the failure rate or the average time (usually expressed in hours) that a component works without failure. Reliability increases as the MTBF increases.

Reliability requirements for the UCS include, but are not limited to:

- 1.5.3.1 UCS must ensure that 99% of all user report requests finish without errors (finished = not terminated due to error).
- 1.5.3.2 UCS must have a MTBF of at least 10,000 hours (not counting scheduled maintenance).
- 1.5.3.3 UCS must handle failed transactions in a way that preserves data integrity.
- 1.5.3.4 UCS must report any data or transactions that failed to process completely.
- 1.5.3.5 UCS must validate internal database consistency to ensure duplicate postings are avoided.

### 1.5.4 Availability

Availability is defined as the time period when an application must be available for use. Required system availability is used in determining when routine maintenance may be performed.

Availability requirements for the UCS include, but are not limited to:

- 1.5.4.1 UCS must be available (full access) a minimum of 16 hours a day, between the hours of 6:00 a.m. to 10:00 p.m. EST, 5 days per work week, Monday through Friday, excluding holidays.
- 1.5.4.2 UCS must be available all 52 weeks per year.
- 1.5.4.3 UCS must continue to function if other interfacing applications and databases including but not limited to PRISM and DELPHI, are down.
- 1.5.4.4 UCS availability must be restored within 1 hour, if taken down during a workday.
- 1.5.4.5 UCS must support a 99% overall system availability level.
- 1.5.4.6 UCS must be available to users in all time zones, and in all locations.
- 1.5.4.7 UCS will have an initial capacity of user accounts of up to 10,000 FAA employees with an expansion capability to 20,000, and up to 5,000 concurrent users with the ability to accommodate 10,000 concurrent users pursuant to F AA request.



### 1.5.5 Enhanceability

Enhanceability is the ability to extend a system's functional and/or operational capabilities to address new requirements.

Enhanceability requirements for the UCS include, but are not limited to:

- 1.5.5.1 UCS must allow for system enhancements based on user needs.
- 1.5.5.2 UCS must allow for system enhancements based on changes including but not limited to following:
  - 1.5.5.2.1 Changes in AMS Policy and Guidance
  - 1.5.5.2.2 Changes in Rules/Policies of other governing agencies that are applicable to FAA

### 1.5.6 Scalability

Scalability is the ability for a system to readily handle growing amounts of increased resources (work and users). Scalability requirements for the UCS include, but are not limited to:

- 1.5.6.1 UCS must be scalable to allow for an increase in the total number of users.
- 1.5.6.2 UCS must be scalable to allow for an increase in the number of concurrent users.
- 1.5.6.3 UCS must be scalable to allow for an increase in the number of user locations.
- 1.5.6.4 UCS must be scalable to allow for an increase in the extent and size of the data stored.
- 1.5.6.5 UCS must be scalable to allow for an increase in the transaction volume.
- 1.5.6.6 UCS must be scalable to allow for an increase to the output volume.
- 1.5.6.7 UCS must be scalable to allow for a decrease in the response time.

### 1.5.7 Audit Trail

Audit trails are critical to providing internal processing controls over documents, transactions, and data maintained by UCS. Full and complete records of audit trails are mandatory for auditing.

Audit Trail requirements for UCS include, but are not limited to:

- 1.5.7.1 UCS must have an event logging/audit logging capability for all transactions, tables, and system parameters. Logs must include but are not limited to:
  - 1.5.7.1.1 User ID
  - 1.5.7.1.2 System date
  - 1.5.7.1.3 Time
  - 1.5.7.1.4 Type of activity( add ,modify, delete)
  - 1.5.7.1.5 Old Value
  - 1.5.7.1.6 New Value
- 1.5.7.2 UCS must store audit trail information in an appropriate and accessible manner.

1.5.7.3 UCS must support a document record change audit trail – to generate an audit trail of document record changes (origination, update, deletion). Audit trail records must include but are not limited to:

- 1.5.7.3.1 Document number.
- 1.5.7.3.2 Change made.
- 1.5.7.3.3 User ID/Name.
- 1.5.7.3.4 Date/time stamp.

1.5.7.4 UCS must support a document processing audit trail – to generate an audit trail of document approval actions. Audit trail records must include but are not limited to:

- 1.5.7.4.1 Document number.
- 1.5.7.4.2 Action taken.
- 1.5.7.4.3 Approver(s) User ID/Name.
- 1.5.7.4.4 Date/time stamp.

1.5.7.5 UCS must support a contract file audit trail – to generate an audit trail of contract file updates. Audit trail records must include but are not limited to:

- 1.5.7.5.1 Contract number.
- 1.5.7.5.2 Document number.
- 1.5.7.5.3 Action taken.
- 1.5.7.5.4 User ID/Name.
- 1.5.7.5.5 Date/time stamp.

1.5.7.6 UCS must generate auditable records of changes made to the workflow approval routing design.

1.5.7.7 UCS must support a configurable item audit trail – to generate an audit trail of configurable item changes (additions, updates, deletion, deactivation). Audit trail records must include but are not limited to:

- 1.5.7.7.1 Configurable item ID (i.e., table, operating parameter name).
- 1.5.7.7.2 Change made.
- 1.5.7.7.3 User ID/Name.
- 1.5.7.7.4 Date/time stamp.

## 1.5.8 Data Currency

Data Currency requirements define how recent and up-to-date report data coming from a database should be. Data Currency requirements for UCS include, but are not limited to:

1.5.8.1 UCS must provide up-to-date real-time data for data imported from systems including but not limited to:

- 1.5.8.1.1 PRISM
- 1.5.8.1.2 Document Management Systems
- 1.5.8.1.3 CCR
- 1.5.8.1.4 EPLS
- 1.5.8.1.5 PPIRS

- 1.5.8.1.6 FBO
- 1.5.8.1.7 FPDS-NG
- 1.5.8.1.8 eSRS
- 1.5.8.1.9 Financial System
- 1.5.8.1.10 EEO
- 1.5.8.1.11 WDOL
- 1.5.8.1.12 FPS
- 1.5.8.1.13 GSA Advantage

1.5.8.2 UCS must store the data in such a manner that all queries (including reports) return the values for data with most recent transaction date/time stamp.

#### 1.5.9 **Fault Tolerance**

Fault tolerance is the ability to withstand a fault without having an operational failure.

Fault Tolerance requirements for UCS include, but are not limited to:

- 1.5.9.1 UCS must have fault tolerance as a part of its architectural system design.
- 1.5.9.2 UCS must have the capability to replicate its database to a remote database.
- 1.5.9.3 UCS must have the capability to switch to a secondary node in case the primary node of the UCS fails.
- 1.5.9.4 UCS must have the capability to synchronize its database with the remotely hosted instance on the “secondary” node.

#### 1.5.10 **Capacity**

Capacity is the maximum amount or number that can be received or contained by a system, usually with respect to the maximum amount of data.

Capacity requirement for UCS include, but are not limited to:

- 1.5.10.1 UCS must support 1 million transactions per day.

#### 1.5.11 **Data Retention**

The data retention requirement for an application describes the length of time production data must be retained for the easy access of system users.

Data Retention requirements for UCS include, but are not limited to:

- 1.5.11.1 UCS must retain all contract data, irrespective of the dollar amount remaining on the contract, in immediately accessible form, in its database for at least 10 years after contract completion/closure.
- 1.5.11.2 The UCS solution must not use a proprietary database.
- 1.5.11.3 UCS must support data archiving and record retention in accordance with the rules and standards published by the National Archives and Records Administration (NARA), the Government Accountability Office (GAO), and the National Institute of Standards & Technology (NIST).

- 1.5.11.4 UCS must archive contract documents that have passed the contract retention period (as defined by the FAA).
- 1.5.11.5 UCS must have an auto-archive function, which must allow management to specify the archival criteria.
- 1.5.11.6 UCS must deliver the capability to restore archived data based on FAA defined criteria including but not limited to:
  - 1.5.11.6.1 Date
  - 1.5.11.6.2 Vendor
  - 1.5.11.6.3 Fiscal year

#### 1.5.12 **Security**

Security requirements for UCS include, but are not limited to:

- 1.5.12.1 UCS must utilize single system sign-on.
- 1.5.12.2 UCS must allow authorized users to assign user roles throughout the procurement process.
- 1.5.12.3 UCS must provide access to the system functions and its data only with proper authentication and credentials.
- 1.5.12.4 UCS must deliver the capability to control function access (e.g., system modules, transactions, approval authorities) and data access (i.e., create, read, update, delete) by assigned:
  - 1.5.12.4.1 User ID
  - 1.5.12.4.2 Functional role (e.g., Contracting officer) or
  - 1.5.12.4.3 OrganizationUCS must allow authorized users to define access rules based on any combination of these attributes
- 1.5.12.5 UCS must allow authorized users to share the ownership of documents.
- 1.5.12.6 UCS must allow authorized users to transfer ownership of documents.
- 1.5.12.7 UCS must allow system administrator to take ownership of documents or any other artifact in any phase of the workflow.
- 1.5.12.8 UCS must have the ability to prevent unauthorized changes to documents and attachments during the review and approval process.
- 1.5.12.9 UCS must provide capability for digital and electronic signatures.
- 1.5.12.10 UCS must provide the ability to upload signature page of contract to act as the equivalent of an electronic signature, and store it in the appropriate section of the electronic contract.
- 1.5.12.11 UCS must validate authorizations prior to allowing electronic/digital signatures on procurement documents other than awards

- 1.5.12.12 UCS must validate warrant levels and authorizations prior to allowing electronic/digital signatures on awards.
- 1.5.12.13 UCS must be certified and accredited in accordance with Federal Guidelines. Pertinent security guidelines include, but are not limited to:
- 1.5.12.13.1 Public Law 107-296, Critical Information Infrastructure Act.
  - 1.5.12.13.2 Homeland Security Presidential Directive, HSPD-7.
  - 1.5.12.13.3 Homeland Security Presidential Directive, HSPD-12.
  - 1.5.12.13.4 Computer Fraud and Abuse Act.
  - 1.5.12.13.5 Federal Information Security Management Act (FISMA).
  - 1.5.12.13.6 Office of Management and Budget (OMB) Security Guidance.
  - 1.5.12.13.7 National Institute of Standards and Technology (NIST) Standards and Guidance.
  - 1.5.12.13.8 Federal Information Processing Standards (FIPS).
  - 1.5.12.13.9 Public Law 100-235, "Computer Security Act of 1987"
  - 1.5.12.13.10 OMB Memorandum 06-15, "Safeguarding Personally Identifiable Information"
  - 1.5.12.13.11 OMB Memorandum 06-16 , " Protection of Sensitive Agency Information"
  - 1.5.12.13.12 OMB Memorandum 06-19, " Reporting Incidents Involving Personally Identifiable Information(PII)"
  - 1.5.12.13.13 FAA Order 1600.1E, "Personnel Security Program"
  - 1.5.12.13.14 FAA Order 1600.6E, "Facility of Security Policy"
  - 1.5.12.13.15 FAA Order 1370.82A, "Information Systems Security Program"
  - 1.5.12.13.16 FAA Order 1370.92, "Password and PIN Management"
  - 1.5.12.13.17 FAA Order 1280.1B, "Protecting Privacy Information About Individuals"
- 1.5.12.14 UCS must store user roles including but not limited to:

UCS User Roles	
User	Responsibility
Accounts Payable Technician	Involved in the processing and payment of invoices during Contract Administration and Closeout.

Agency Program Coordinator (APC)	Establishes new purchase card accounts electronically. Updates cardholder account information electronically (to include changes in name, address, phone number, single and/or monthly spending limits). Cancels purchase card accounts, electronically, due to termination of employment, infrequent use, non-compliance, and multiple accounts, or suspension. Works with the lines of business towards obtaining a desirable ratio of cardholders to Approving Official. Establishes and maintains a tracking system to monitor initial and/or refresher training of purchase cardholders and approving officials. Ensures that all new and existing cardholders and approving officials receive required training on the policy and procedures for use of the card, and sign statement that they have read, understood and agree to follow local and national guidance. Reviews and restricts merchant category codes to reduce risk of fraud. Prepares (provide input for) the OMB quarterly report. Ensures internal controls reflect segregation of duties. Notifies the COCO of any misuse of the purchase card
Approving Official	Government employee(s) within the organization who has a number of cardholders under his/her purview and determines that the cardholder's purchases are made within applicable regulations, policies, and procedures.
Buyer	Does all preparation for the award, but does not have the authority to sign for not having the right warrant level. CO can do this work as well. Buyer is the PRISM term for Contract Specialist.
Cardholder	Individual government employee with the organization who is a warranted contracting officer or to whom a written delegation of procurement authority has been issued by the cognizant Chief of the Contracting Office or designee granting the use of the purchase and credit transactions made within the established billing period.

Chief of the Contracting Office (COCO)	The COCO is a position designated by the FAE that is delegated unlimited authority for procurement contract award and administration, leases, real estate transactions, cooperative agreements, non-Airport Improvement (AIP) grants, agreements, and other transactions. The COCO, acting within the scope of the FAE's delegation, manages day-to-day contracting functions for FAA.
Chief of the Contracting Office for the Purchase Card Program	Manages the FAA Purchase Card Program. Designates the Agency Program Coordinator (APC) in writing. Monitors internal operating procedures for the purchase card program, misuse of the purchase cards and convenience checks, and compliance with FAA policy and guidance. Issues a delegation of purchasing authority (DPA), in writing to non-warranted individuals needing a purchase card. The DPA establishes the maximum single purchase and monthly purchase limit.
Chief Financial Officer representative	Jointly approves the acquisition program baseline with other IDA members except ACAT 3 – ACAT 5 non-National Airspace System (NAS) information technology investment programs. Approves OMB Exhibit 300s for designated capital investments before submission to the Department of Transportation and OMB.
Chief Information Officer representative	Approves OMB Exhibit 300s for designated capital investments before submission to the Department of Transportation and OMB. Jointly approves the acquisition program baseline with other IDA members for ACAT 1 – ACAT 2 investment programs and for ACAT 3 – ACAT 5 non-NAS information technology investment programs. Oversees the enterprise architecture.

Contracting Officer (CO)	The CO is the only one with the authority to sign the contract (or any contract changes) on behalf of the Government. Involved in various stages of the procurement process including SOW development activities, evaluation criteria development activities, formation of SIR, PRISM contract approval to generate award, vendor communication activities, and contract administration and closeout activities.
Contracting Officer Representative (COR)	The CO or RECO may designate an individual representative, such as a COR to facilitate administration of a lease or contract.
Contract Specialist (CS)	Supports the planning, development and establishment of acquisition strategy. Develops screening information requests, pre-negotiation positions, contract types, business clearance, and justification for a full range of supplies, services and systems. Directs contract administration actions including modification, negotiation of changes, exercise of options, contractor performance/delays and disposition of claims. Does not have authority to sign.
Contracting Officer Technical Representative (COTR)	Assists the Contracting Officer in SOW generation and with contract administration activities. Has technical cognizance over a contract. Most contracts of any complexity formally designate a COTR. Smaller or less complex contracts or purchase orders requiring little contract administration often don't formally designate a COTR.
Contracting Oversight	Does internal audit of contracts e.g. National Acquisition Evaluation Program (NAEP)
Contracting Support	Contractors tasked with supporting FAA contracting activities during Contract Maintenance and Closeout.
Debarring Official	Permits awarding contract to vendors on EPLS list.



Dispute Resolution Officer	Licensed legal practitioner who is a member of the Office of Dispute Resolution, and who has authority to conduct proceedings, which, if agreed to by the parties and concurred in by the FAA Administrator, result in binding decisions on the parties
External Auditor	External audit agency ( e.g. Government Accountability Office (GAO) )
Funds Certifying Official	Certifies funds availability for a contract and purchase card
Internal Review Officer (IRO)	This is an optional appointment within the Regional Logistics Division made at the discretion of the RPM. When appointed by the RPM, the IRO conducts routine, periodic or event-generated reviews of property activity within the Region. The IRO will evaluate actions and processes to ensure compliance with published FAA guidance and to safeguard the interests of the government as well as the welfare of the public. The IRO may serve as Report of Survey (ROS) reviewing official in lieu of a fully constituted ROS Board when fraud or negligence is not indicated as a proximate cause of any loss, damage or destruction of government property. The IRO will not be in the direct chain of accountability or custody over property subject to his/her examination or review.
Legal Counsel	Reviews procurement documents according to specified thresholds.
Manager, Procurement Information and Services Team	Is responsible for overall management of FAA's purchase card program.
National Purchase Card Coordinator (NPC)	Is a Government employee who provides national program monitoring and oversight of the purchase card program. In addition, the NPC provides liaison between purchase card activities in service areas, centers, headquarters, DOT, and external Government organizations
Office of the Inspector General (OIG Auditor)	DOT's internal auditor.

Personal Property Disposal Officer (PPDO)	The PPDO exercises management and control authority over personal property and real property component items (also referred to as related personal property) reported through the Utilization, Screening and Disposal (USD) system.
Program Manager	Involved in PR package preparation activities. Is in charge of the buyers' pool and allocates PR to CO and (optionally) buyer based on their expertise, warrant level, and workload.
Property Administrator	An authorized representative of the Contracting Officer assigned to administer the contract requirements and obligations relating to Government property.
Real Estate Contracting Officer (RECO)	The RECO is an individual authorized by warrant acting on behalf of the Government in the preparation and execution of contractual agreements between the Government and other parties. The RECO is responsible for leasing land and space to support National Airspace System (NAS) operations, for securing title to land or buildings through purchase or condemnation proceedings, and for preparing conveyance documents to transfer ownership between the FAA and outside parties both public and private.
Real Property Disposal Officer (RPDO)	The RPDO is appointed by the Real Property Manager (RPM) to facilitate the Regional excess identification process, evaluate potential intra-Region real property transfers and to determine the final disposition of excess real property. When disposal activity alters real property balances shown in the Real Estate Management System (REMS), the RPDO will ensure that appropriate adjustments are made to the affected accounts. Likewise, when the disposal activity removes a facility from leased or owned property accounts or removes property rights, such as easements or restrictions, the RPDO will ensure that appropriate adjustments are made to all affected property information systems and data bases. The RPDO is appointed to act as approving official for final disposal of excess real property through demolition, dismantling, abandonment or conveyance under the provisions delineated in Public Law 103-272, dated July 5, 1994, (replacing the Federal Aviation Act of 1958, as amended).

Real Property Management Officer (RPMO)	The RPMO ensures that the FAA real property management program meets applicable legal and regulatory requirements. The RPMO serves as liaison between the FAA and other Government agencies.
Real Property Manager (RPM)	The Regional Logistics Division Manager serves as RPM for the Region and is ultimately responsible for all real property actions within the Service Area. The RPM is the Appointing Official for the Real Property Disposal Officer (RPDO) and the Internal Review Officer (IRO) and has discretionary authority to determine the number of appointed positions required, to identify the specific responsibilities of each appointee and to establish any limitations on appointee authority deemed necessary.
Requestor of Purchase Card Procurement	Prepares justification for procurements. Acknowledges receipt of purchases
Requisitioner	Creates the Procurement Request (PR) which starts the procurement process.
Security Officer	Reviews PR and makes security level recommendation. Reviews award for security compliance.
Source Selection Executive Board (SSEB)	Evaluates proposals and reports on evaluation to the SSO.
Source Selection Official (SSO)	Makes selection or screening decisions on evaluation criteria established in each SIR.
System Administrator	Has full access to perform all system operations and functions.
Vendor/Contractor	Responds to solicitations and is also involved in Contract Award, Contract Maintenance and Closeout

**Table 1: User Roles**

### 1.5.13 Human Integration

To capitalize on human capabilities and compensate for human limitations, UCS must accommodate the human factors including but not limited to:

- 1.5.13.1 UCS must deliver an online graphical user interface (GUI). The GUI must provide consistent data entry, navigation and information presentation across all modules and sub-systems.

- 1.5.13.2 UCS GUIs must flow in a logical manner, for example, completion of activities in one phase must lead to the activities in the next phase (completion of award activities must lead to administrative activities).
- 1.5.13.3 UCS must comply with Section 508 of the Rehabilitation Act
- 1.5.13.4 UCS must have an online customizable help module ,for users , with features including but not limited to:
  - 1.5.13.4.1 Detailed steps and field information to accomplish the current tasks.
  - 1.5.13.4.2 Help based on Procurement Phases
  - 1.5.13.4.3 Link to help on each screen
  - 1.5.13.4.4 Links to System Administrator for assistance
  - 1.5.13.4.5 Frequently Asked Questions and Answers
- 1.5.13.5 All UCS users must be able to view the online user guide pertaining to their user role and the overall UCS user guide.
- 1.5.13.6 UCS must allow authorized users to update the “Help” feature when changes, including but not limited to, occur with:
  - 1.5.13.6.1 AMS Policy and Guidance
- 1.5.13.7 UCS must validate all user inputs.
- 1.5.13.8 UCS must provide meaningful, concise and traceable error messages that allow the user to identify and respond to reported problems.
- 1.5.13.9 UCS must deliver the capability to customize error message text.
- 1.5.13.10 UCS must incorporate user interface features designed to reduce the amount of direct keying required for transaction processing, including but not limited to:
  - 1.5.13.10.1 Default values based on system-maintained transaction and user profiles
  - 1.5.13.10.2 Value look-up tables
  - 1.5.13.10.3 Accentuate required fields
  - 1.5.13.10.4 Grayed data fields that are unavailable for user entry
  - 1.5.13.10.5 Ability to suppress fields not applicable based upon previous data input
  - 1.5.13.10.6 Auto tabs
  - 1.5.13.10.7 Auto fill text
  - 1.5.13.10.8 Cut, copy and paste functionality
  - 1.5.13.10.9 Keyboard shortcuts( e.g. function keys to invoke help, clear screen)
  - 1.5.13.10.10 Undo/redo
  - 1.5.13.10.11 Ability to search records from a list by scrolling or typing only part of an entry
  - 1.5.13.10.12 Ability for a user to define the number of records to be displayed on a page. The previous and next set of records must be accessible via Previous and Next buttons
  - 1.5.13.10.13 Ability to pass common data from field to field , screen to screen and transaction to transaction

1.5.13.11 UCS must support integration with other common desktop applications including but not limited to:

1.5.13.11.1 Word Processing

1.5.13.11.2 Spreadsheets

1.5.13.11.3 PDF

## **Requirements for Integration with Financial System**

### **2.1 Interface Requirements**

2.1.1 UCS must interface with the following external systems including but not limited to:

2.1.1.1 **Financial System** – FAA is preparing to transition from Oracle Federal Financials/Oracle 11i to Oracle 12i Federal Financials by EOY FY15.

2.1.2 UCS must interface with Financial System to perform functions including but not limited to :

2.1.2.1 Validate funds

2.1.2.2 Commit funds

2.1.2.3 Obligate funds

For details on what is currently being exchanged between PRISM and Financial System, please refer to “PRISM - Financial System as-is data exchange.doc”

### **2.2 Data Requirements**

2.2.1 UCS must be designed to facilitate data migration from PRISM to UCS

### **2.3 Functional Requirements**

2.3.1 UCS must number all procurement documents including but not limited to the following:

2.3.1.1 Procurement Request

2.3.1.2 Award

The numbering must be as per the numbering system defined on the FAST website - <http://fast.faa.gov/>

2.3.2 UCS must allow authorized users to create a requisition. Requisition can be:

2.3.2.1 New Requisition

2.3.2.2 Requisition created from existing requisition

2.3.2.3 Requisition created from Delivery Order/Task Order

2.3.3 UCS must allow authorized users to perform operations on requisitions including but not limited to:

2.3.3.1 Edit

2.3.3.2 Delete

2.3.3.3 Cancel

- 2.3.3.4 Route
- 2.3.3.5 View
- 2.3.3.6 Print
- 2.3.3.7 Duplicate
- 2.3.3.8 Approve
- 2.3.3.9 Disapprove
- 2.3.3.10 Set financial approval to approved
- 2.3.3.11 Set financial approval to pending
- 2.3.3.12 Cancel a route as obligation was not authorized.

2.3.4 UCS must allow authorized users to add a requisition line item.

2.3.5 UCS must allow authorized users to perform operations on requisition line items including but not limited to:

- 2.3.5.1 Edit
- 2.3.5.2 Review

2.3.6 UCS must allow authorized users to assess the security classification of the procurement and determine if it is appropriate.

2.3.7 UCS must allow authorized users to perform operations on security classification including but not limited to:

- 2.3.7.1 Concur with security classification
- 2.3.7.2 Reject security classification

2.3.8 UCS must allow authorized users to verify that funds are reserved and certify its availability.

2.3.9 UCS must allow authorized users to check in Financial System for the budget appropriation, encumbrance, expenditure and balance for the project accounts and verify that the unobligated amount can cover the requisition total amount.

2.3.10 UCS must allow authorized users to assign a requisition to a Buyer.

2.3.11 UCS must allow authorized users to reassign a requisition to another Buyer.

2.3.12 UCS must allow authorized users to perform Acceptance against the following. including but not limited to:

- 2.3.12.1 Award

2.3.13 UCS must allow authorized users to perform Close-out against the following, including but not limited to:

- 2.3.13.1 Award
- 2.3.13.2 Purchase Order
- 2.3.13.3 Delivery Order

## **2.4 Reporting Requirements**

- 2.4.1 UCS must generate a report that lists awards with inconsistent or missing FPDS-NG data.
- 2.4.2 UCS must generate a report that captures the net view obligation data for released awards. It must also capture the de-obligations and omit the zero dollar obligated distributions. It must provide line, shipment and distribution details.
- 2.4.3 UCS must generate a report that provides the total dollar value and the total number of awards for all awards, including base awards and modifications. The award status must be either Released or Canceled.
- 2.4.4 UCS must generate a report that includes awards approved & released during dates specified by the user. The user must be able to run the report for any financial year or for any range of dates desired.
- 2.4.5 UCS must generate a report that provides a list of unawarded requisitions assigned to a Contracting Officer or Contracting Specialist.
- 2.4.6 UCS must generate a report that establishes the accuracy of UCS and Financial System requisition. The report must query one specified requisition from UCS and Financial System.
- 2.4.7 UCS must generate a report that provides a list of all active contracts that are active from the date entered in the "Active Date" parameter.
- 2.4.8 UCS must generate a report of awards with expiring funds.
- 2.4.9 UCS must generate a report of requisitions with expiring funds.
- 2.4.10 UCS must generate a report that determines contract dollars awarded to small business owned and controlled by socially and economically disadvantaged individuals and women.
- 2.4.11 UCS must generate a report that summarizes contract dollars awarded to small businesses owned and controlled by socially and economically disadvantaged individuals and women.
- 2.4.12 UCS must generate a report that provides a list of all requisitions regardless of requisition or award status.
- 2.4.13 UCS must generate a report of awards pending financial approval for the period of time specified in the query.
- 2.4.14 UCS must generate a report of disapproved awards.
- 2.4.15 UCS must generate a report of:
  - 2.4.15.1 Users who have never logged into the system
  - 2.4.15.2 Users whose login date was over 180 days
  - 2.4.15.3 Users who have password expiration date over 180 days

- 2.4.16 UCS must generate a report that provides a list of awards pending financial approval.
- 2.4.17 UCS must generate a report that lists requisitions and awards that are in approvers', fund certifiers' and reviewers' inboxes.
- 2.4.18 UCS must generate a report that lists users including but not limited to:
  - 2.4.18.1 All UCS users
  - 2.4.18.2 All Contracting Officers
  - 2.4.18.3 All Requisitioners
  - 2.4.18.4 All Fund Certifiers
  - 2.4.18.5 All Approvers
- 2.4.19 UCS must generate a report of vendors used on awards.
- 2.4.20 UCS must generate a report about vendors in Financial System.

## **2.5 Operational Requirements**

Operational requirements for "Integration with Financial System" will be same as requirements for "Procurement Process Automation". Please refer to section 1.5 of this document.



## Appendix A: Acronyms

Acronym	Description
A-E	Architect Engineering
AMS	Acquisition Management System
ARC	Office of Regions and Center Operations
BAA	Broad Agency Announcement
BETC	Business Event Type Code
BOA	Basic Ordering Agreement
BPA	Blanket Purchase Agreement
BPN	Business Partner Network
CAGE	Commercial And Government Entity Code
CAP	Contractor Acquired Property
CCR	Central Contractor Registration
CDRL	Contract Data Requirements List
CFO	Chief Financial Officer
CIO	Chief Information Officer
CLIN	Contract Line Item Number
CO	Contracting Officer
COCO	Chief of the Contracting Office
ConWrite	Contract Writing
COR	Contracting Officer Representative
COTR	Contracting Officer's Technical Representative
COTS	Commercial-Off-The-Shelf
CPAF	Cost Plus Award Fee
CPFF	Cost Plus Fixed Fee

Acronym	Description
CPI	Cost Plus Incentive Fee
CS	Contracting Specialist
DCAA	Defense Contract Audit Agency
DID	Data Item Descriptions
DOL	Department of Labor
DOT	Department of Transportation
DOT-IG	DOT- Office of Inspector General
DUNS	Data Universal Numbering System
EEO	Equal Employment Opportunity
EPLS	Excluded Parties List System
eSRS	Electronic Subcontracting Reporting System
GAO	Government Accountability Office
FAA	Federal Aviation Administration
FAE	FAA Acquisition Executive
FAST	FAA Acquisition System Toolset
FBO	Federal Business Opportunities
FFP	Firm Fixed Price
FIPS	Federal Information Processing Standard
FISMA	Federal Information Security Act
FOIA	Freedom of Information Act
FOUO	For Official Use Only
FPAF	Fixed Price Award Fee
FPI	Fixed Price Incentive
FPI-F	Fixed Price Incentive (Firm Target)
FP-LOE	Fixed Price Level of Effort
FPI-S	Fixed Price Incentive (Successive Targets)

<b>Acronym</b>	<b>Description</b>
FP w/EPA	Fixed Price with Economic Price Adjustment
FPDS-NG	Federal Procurement Data System – Next Generation
FSC	Federal Supply Code
FSS	Federal Supply Service
GAO	Government Accountability Office
GFM	Government Furnished Material
GFP	Government Furnished Property
GIF	Graphics Interchange Format
GSA	General Services Administration
GUI	Graphical User Interface
HSPD	Homeland Security Presidential Directive
HTML	Hypertext Mark-up Language
HTTP	Hypertext Transfer Protocol
ID/IQ(IDIQ)	Indefinite-Delivery, Indefinite-Quantity
IGCE	Independent Government Cost Estimate
IRO	Internal Review Officer
IT	Information Technology
JPEG	Joint Photographic Experts Group
JWOD	Javits Wagner-O'Day Act
KITT	Contract Information Tracking Tool
KSN	Knowledge Sharing Network
LH	Labor Hours
LIS	Logistics and Inventory Tracking System
MOSS	Microsoft Office Sharepoint Server
MTBF	Mean Time Between Failures
NAEP	National Acquisition Evaluation Program

Acronym	Description
NAICS	North American Industry Classification System
NARA	National Archives and Records Administration
NAS	National Airspace System
NCS	National Service Center
NIST	National Institute of Standards and Technology
NPC	National Purchase Card Coordinator
NSN	National Stock Number
NSP	Not Separately Priced
OCI	Oracle Compusearch Interface
OIG	Office of the Inspector General
OMB	Office of Management and Budget
PAO	Public Affairs Office
PDF	Portable Document Format
PII	Personally Identifiable Information
POC	Point of Contact
PPDO	Personal Property Disposal Officer
PPIMS	Personal Property In-Use Management System
PPIRS	Past Performance Information Retrieval System
PR	Procurement Request
PSC	Product Service Code
PWS	Performance Work Statement
QA	Quality Assurance
R&D	Research and Development
RECO	Real Estate Contracting Officer
REMS	Real Estate Management System
RFI	Request for Information

<b>Acronym</b>	<b>Description</b>
RFP	Request for Proposal
RFQ	Request for Quotation
RPDO	Real Property Disposal Officer
RPM	Real Property Manager
RPMO	Real Property Management Officer
SIR	Screening Information Request
SOO	Statement of Objectives
SOW	Statement of Work
SSEB	Source Selection Executive Board
SSI	Sensitive Security Information
SSO	Source Selection Official
SUI	Sensitive Unclassified Information
T&M	Time and Materials
TAS	Treasury Account Symbol
TEPV	Total Estimated Potential Value
TIFF	Tagged Image File Format
TIN	Taxpayer Identification Number
UCF	Uniform Contract Format
UCS	Unified Contracting System
UNSPSC	United Nations Standard Products and Service Code
WDOL	Wage Determinations On-Line
XML	Extensible Markup Language